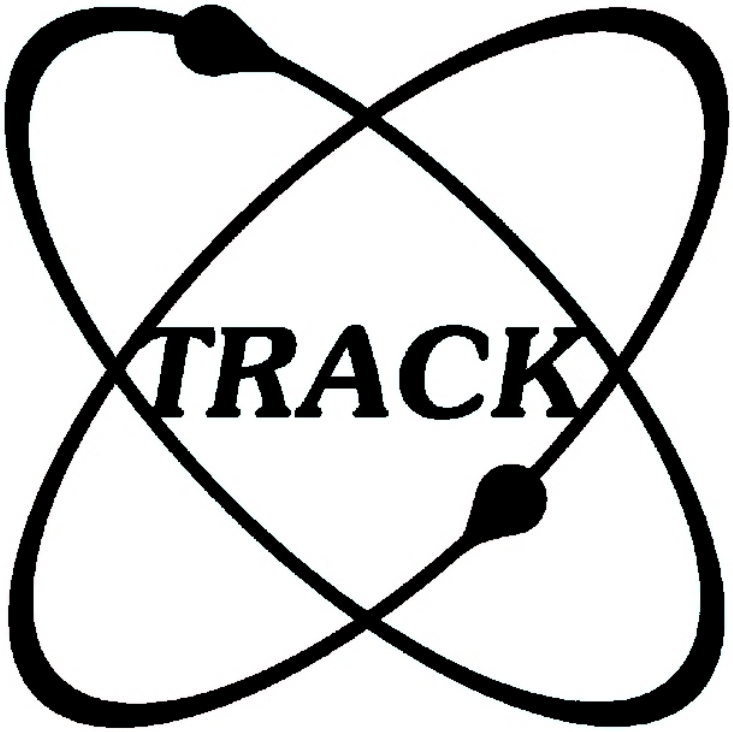
Track: Flexible Inventory



User Guide

For use with Release v5.xx

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For support: Call Alpha Centauri LLG 757/340-3531 U.S. Eastern Time

Version: 140301

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TrackFI™ SOFTWARE OVERVIEW

General Features

Pop Up Windows for all Code Lookups eliminates need for lists

"On-the-Fly" maintenance speeds data entry

On-line Help via F1 key or button in all screens

Password Security

Report Writer for User-Defined Reports

Developed in Powerful Fifth Generation Language (5GL)

Extensive Indexing of Files for Instant Access in large databases

Inventory Control

Single or Multi-Store Inventory configuration

Easy Access to Item Data by Item #/UPC, Vendor # or Description

Report Selection by Store, Department, Class, Vendor, Manufacturer, Price Point, Item Range, User-Definable Codes

Case Quantity Conversion for ease in Receiving Merchandise

Multi-Pack Conversion for Single/6-Pack/12-Pack Sales

Inventory Valuation using Last/Average/Mfg. Costs and Retail Price

Min/Max - Based Reorder Reporting

Complete Physical Inventory Management with Stock-Take Report, Optional Hand-Held Terminal Interface, and Variance Reporting

Item Movement Reporting to Identify Slow Moving Merchandise

Complete Activity Tracking of all Inventory Transactions: Period to Date, Month to Date, Year to Date, Qty on Hand, Qty on Order, Date Last Ordered/Received/Sold

Multiple PLUs and/or UPCs assignable to individual items

Sales Analysis

Daily POS Sales Report details each item Sold by day, by store

Daily Item Sales History provides PTD, MTD, YTD sales and On-Hand/On-Order status for quick replenishment of stock

Sales Analysis Report analyzes sales and rates Items, Departments and Classes according to Gross Sales and Gross Margin Contribution

Sales History Report provides a Rolling 13-Month Sales History by Store, Department and Item

On-Screen Inquiries for Instant Update on current Sales Activity for Period/Month/Year and Rolling 13-Months

Point of Sale Interface

Interfaces to all DataSym point-of-sale or cash register products.

Price Management

Auto-Create Price Change Batches, selecting by any combination of Store, Department, Class, Vendor, Manufacturer, Price Point, Aisle, Code, Item Number or Vendor Item Range

Change prices automatically to New Price, Adjust (+ or -) by Percent or Dollar Amount, or assign Mix & Match Table

Optional Rounding to the Nearest retail Price (5's or 9's)

Supports both Permanent Price Changes and Promotions (On/Off)

Set up future promotions as far in advance as required

Promotion, Price and Date tracking for Easy Sale Management

Manages Stacked or "Nested" Promos (Promo within a Promo)

Automatically sends Price Change Batches to the point-of-sale terminal on the Correct Date

Purchase Order Management

Order for Home, Store, Warehouse or Remote Store Drop-Ship

Automated Vendor Lookup and "On the Fly" Maintenance of New Vendors without leaving the Purchase Order Screen

Automated Item Lookup and "On the Fly" Maintenance of New Items without leaving the Purchase Order Screen

Non-Stock Item Entry and Tracking through the Purchase Order Process

On-Line Update of Changes to Order Qtys on Open POs

Receiving Worksheet assists in Rapid Merchandise Check-In

Receiving "By Exception" of Modified Items dramatically Reduces Receiving Time

Automated Posting of Received Orders updates Inventory, Purchase Orders and Purchasing History files

Multi-Store Option

There are two Multi-Store Options available:

1. A PC communicates via modems to a point-of-sale terminal in the store.

- or -

2. A PC communicates to a PC within the store using Data Exchange and a PC to PC communications software program.

Changes made to the Master Store (or Warehouse) "Ripple" to all stores automatically

Inter-Store Transfers Module permits Entry, Edit, Print and Post of Inter-Store Transfer documents

Multi-Store Inquiry provides Instant Access to Stock Status data for a selected Item for All Stores

Zone Pricing for up to 10 Store Groups or Districts

Label Printing Option

Generate Label data from Inventory Items, Receiving Transactions, Purchase Orders and POS Maintenance

Supports printing of Barcodes directly to the Barcode Blazer™/ / Blaster™ / Advantage™ printer

Supports printing of Barcode Item Labels, Stickers, Shelf Tags, etc. using Third Party label printing software (Bartender™)

Hand Held Terminal Interface Option

Provides remote batch entry of Physical Count, Receiving and Shelf Price Verification transactions.

Shelf Price Verification module compares System and Shelf Prices, flags Exceptions for Review, and either updates the point-of-sale system with the correct price or generates Shelf Labels for incorrect shelf prices.

Currently Supports the Psion Organiser and Apex][Hand Held Terminals.

Data Exchange Option

Provides the data in/data out function at both the headquarters and store site of a chain.

Allows headquarters changes to flow to stores and store information to flow from stores to headquarters when PCs are used in the store.

Program Scheduler Option

Permits the saving of screen parameters for any report or posting screen under a user specified name.

These names can then be combined with other names to form groups or schedules that will effectively run several programs or reports in sequence without further user intervention.

Schedules can be run outside of TrackFI by means of a batch file interface to the Windows Scheduler.

Cash Management Option

Permits the importing of point-of-sale terminal Data for the purpose of reporting and archiving daily cash balancing information.

Allows for the entry of Over/Short information based on daily deposits from each store.

Allows for weekly reporting with daily/weekly totals and a Same-day-last-year comparison.

Report descriptions and Data entry screen descriptions are user definable.

1. INSTALLATION AND SETUP

1.1 SYSTEM REQUIREMENTS

Like any other software application, TrackFI has certain needs in terms of its hardware and operating system environment. Following is a detailed listing of the components required for a successful TrackFI installation.

1.1.1 HARDWARE

Component	Specification
PC/CPU	Pentium III 450 or higher
PC/Hard Disk	8Gb Minimum
PC/RAM	Minimum 128MB
PC/Serial Ports	Minimum 1
PC/Parallel Port	Minimum 1
Printer	Standard Windows Interface
Network Interface	As supported by Network Software Providers

1.1.2 OPERATING SYSTEM

Component	Specification	Comments
Windows	**98/Me/NT/2000/XP/Vista/7**	XP or later recommended

1.1.3 REMOTE SUPPORT

Component	Specification	Comments
Software	PC Anywhere, VNC	

1.1.4 HAND HELD TERMINAL

Component	Specification	Comments
Hardware	Psion or Apex][	TrackFI HHT Module required

1.1.5 BARCODE PRINTING

Component	Specification	Comments
Hardware	Barcode Blazer™	TrackFI LBL Module required
Hardware	Barcode Blaster™	TrackFI LBL Module required
Hardware	Barcode Advantage™	TrackFI LBL Module required

1.2 SYSTEM INSTALLATION

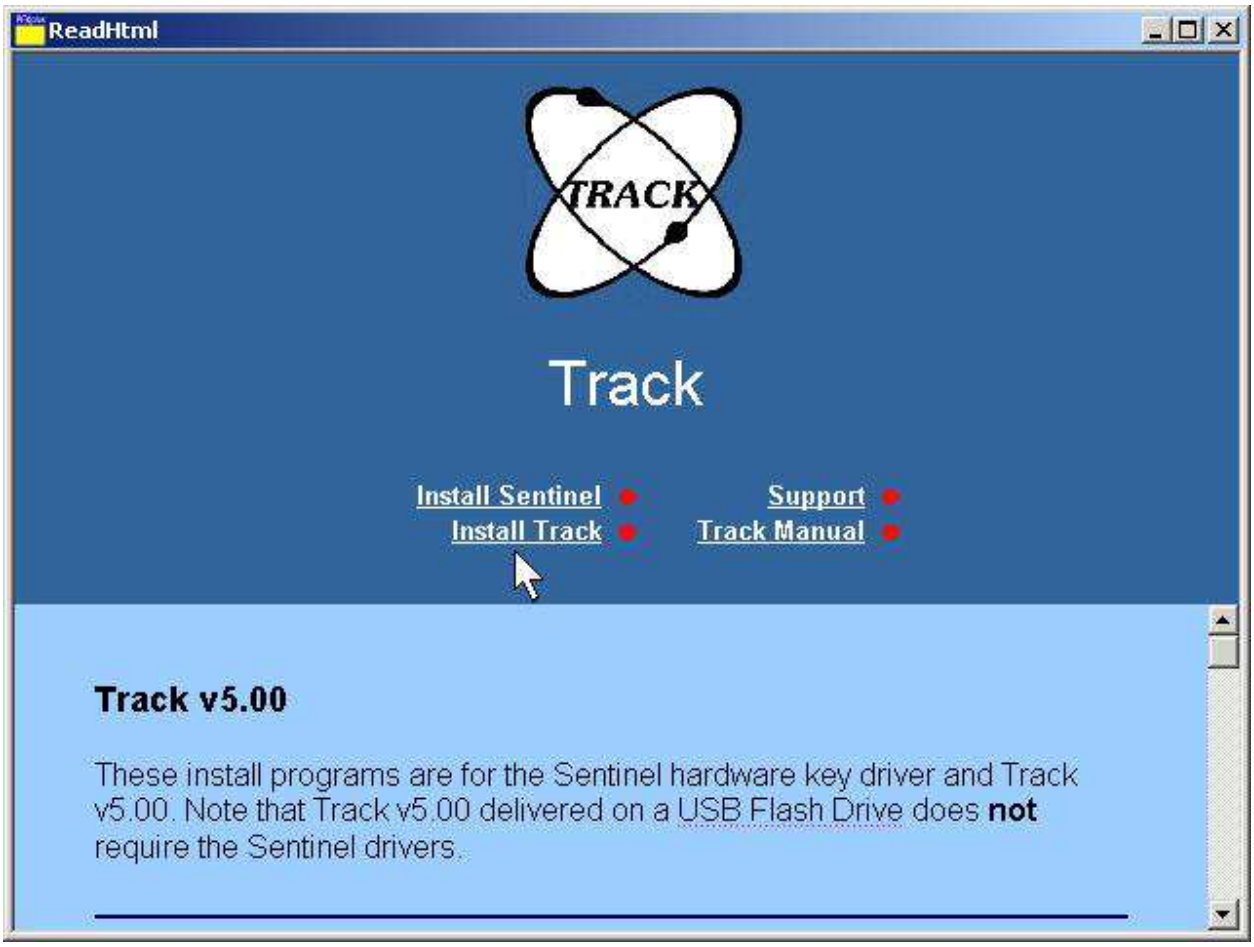
The first step in using your new TrackFI software is to install the system onto the hard drive of your computer. This procedure assumes that your computer meets the minimum requirements outlined in the Hardware Requirements section.

PRE-INSTALLATION CONFIGURATION

1. Make sure that your PC and Operating System conform to the requirements stated in the System Requirements section.

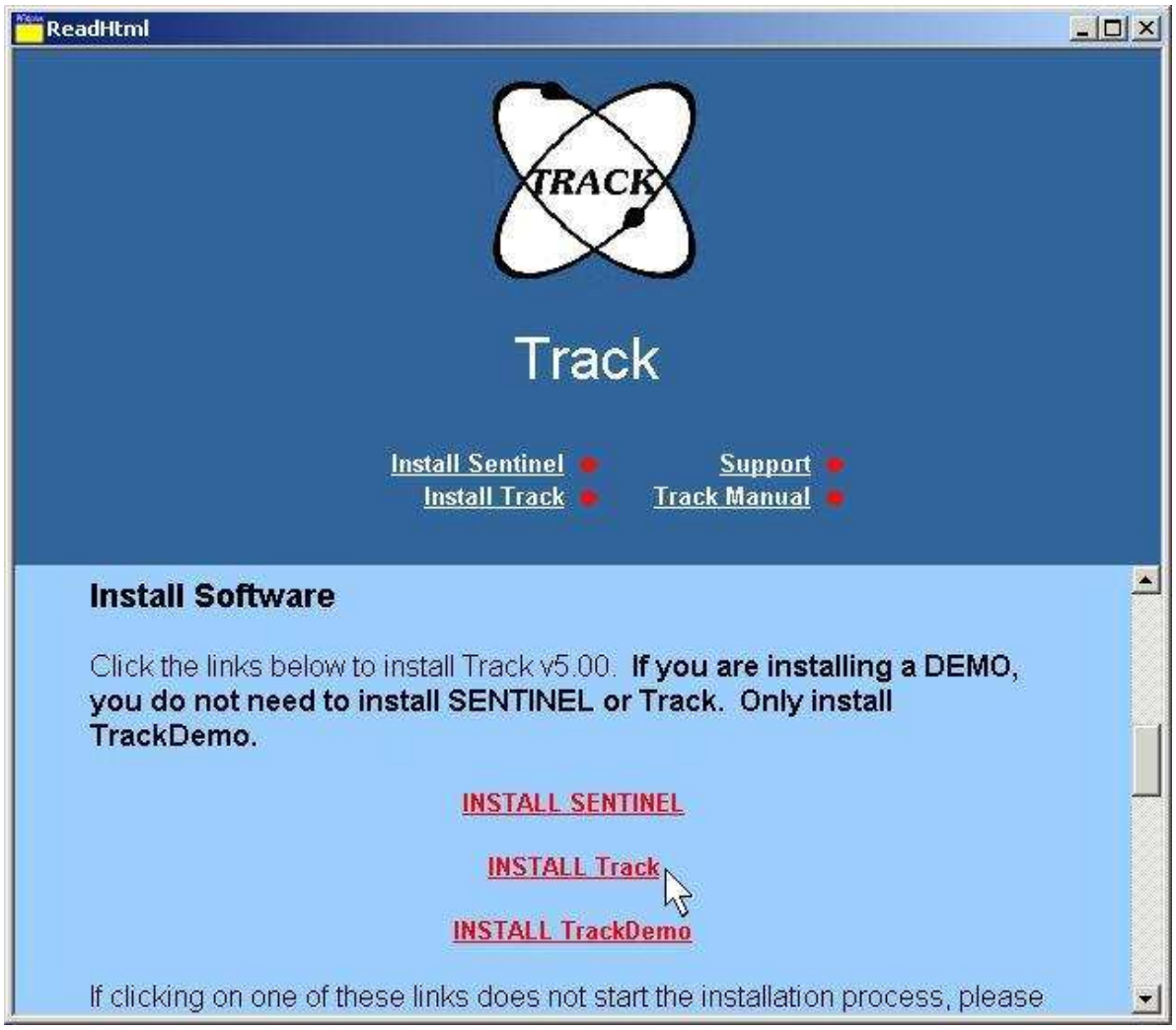
INSTALLATION PROCEDURE

TrackFI is supplied either on CD or on a USB Flash Drive. If autorun does not automatically start the installation process, use Windows to navigate to the correct drive and double-click on SETUP.EXE. Setup will run an HTML based setup screen. If, for any reason, the HTML setup screen will not start on your computer, you can easily browse the install drive to find the TRACK, TRACKDEMO or SENTINEL folders. To install a Track Demo, simply navigate to the TRACKDEMO folder and double-click on the TRACKDEMO.EXE file. If you are installing a live system that came on a USB Flash Drive, navigate to the TRACK folder and double-click on the TRACK.EXE file. If your live system requires Sentinel parallel port keys, navigate to the SENTINEL folder and double-click on the SENTINEL.EXE file. For the vast majority of users, the SETUP.EXE file will bring up the following screen:


ReadHtml
TRACK
Track
Install Sentinel
Install Track
Support
Track Manual
Track v5.00
These install programs are for the Sentinel hardware key driver and Track v5.00. Note that Track v5.00 delivered on a USB Flash Drive does not require the Sentinel drivers.

These instructions assume that you are installing Track. TrackDemo and Sentinel also have install screens that are much like the Track install screens. They are all basically Click-the-Next-button installs.

Clicking on **Install Track** will bring up the following screen:

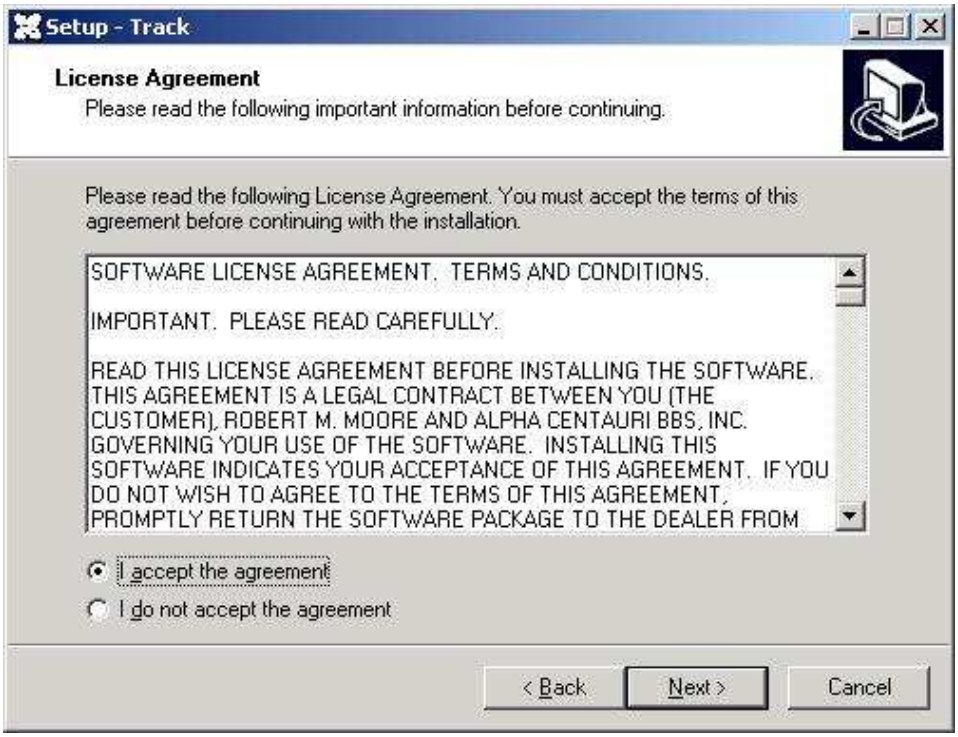

ReadHtml
TRACK
Track
Install Sentinel
Install Track
Support
Track Manual
Install Software
Click the links below to install Track v5.00. If you are installing a DEMO, you do not need to install SENTINEL or Track. Only install TrackDemo.
INSTALL SENTINEL
INSTALL Track
INSTALL TrackDemo
If clicking on one of these links does not start the installation process, please

Note that all this really did was move you down in the HTML code to the three install options in the Install Software section. There is a slider bar on the right side of the screen that would have accomplished the same task.

Click on **INSTALL Track** to bring up the following screen:

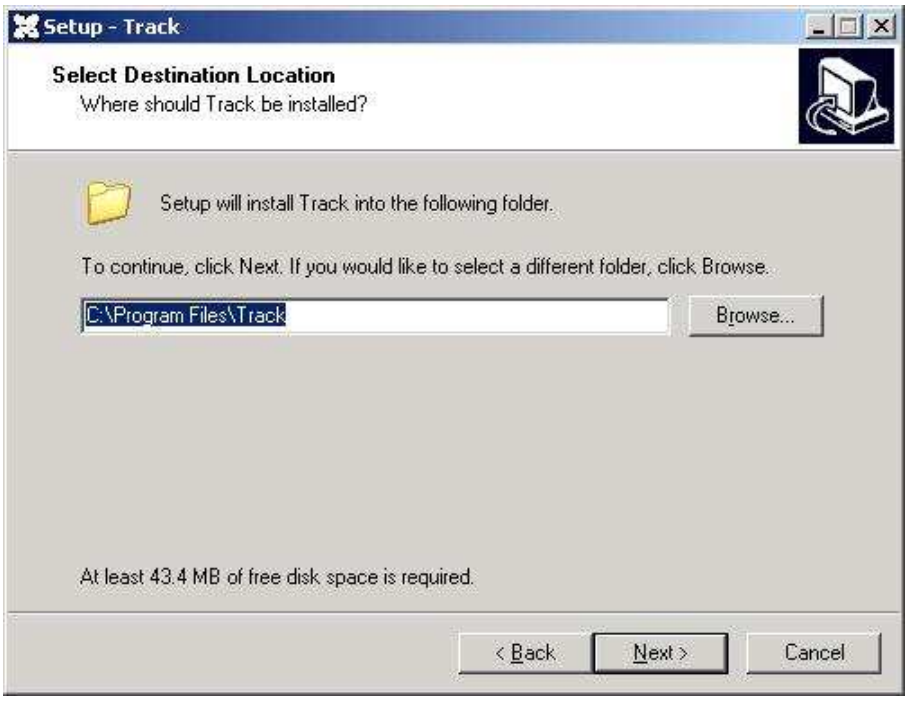
Setup - Track
Welcome to the Track Setup Wizard
This will install Track v5.00 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

Click on the “Next” button to bring up:


Setup - Track
License Agreement
Please read the following important information before continuing.
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.
SOFTWARE LICENSE AGREEMENT. TERMS AND CONDITIONS.
IMPORTANT. PLEASE READ CAREFULLY.
READ THIS LICENSE AGREEMENT BEFORE INSTALLING THE SOFTWARE. THIS AGREEMENT IS A LEGAL CONTRACT BETWEEN YOU (THE CUSTOMER), ROBERT M. MOORE AND ALPHA CENTAURI BBS, INC. GOVERNING YOUR USE OF THE SOFTWARE. INSTALLING THIS SOFTWARE INDICATES YOUR ACCEPTANCE OF THIS AGREEMENT. IF YOU DO NOT WISH TO AGREE TO THE TERMS OF THIS AGREEMENT, PROMPTLY RETURN THE SOFTWARE PACKAGE TO THE DEALER FROM
I accept the agreement
I do not accept the agreement
< Back
Next >
Cancel

Put a “bullet” in “I accept the agreement”. You did read it, right? Then click on the “Next” button.

The next screen is:

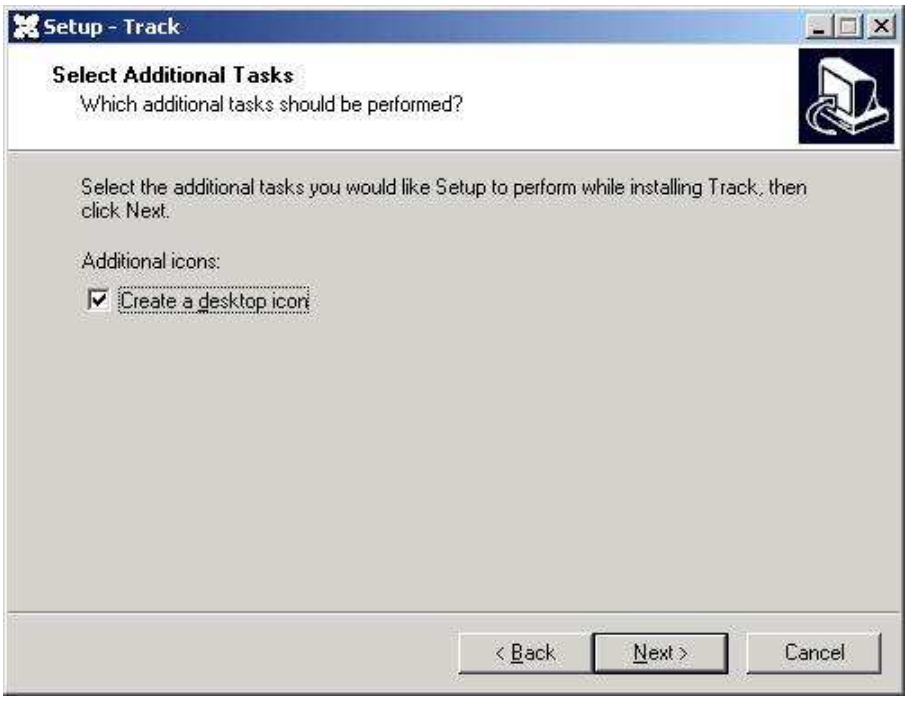

Setup - Track
Select Destination Location
Where should Track be installed?
Setup will install Track into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\Track
Browse...
At least 43.4 MB of free disk space is required.
< Back
Next >
Cancel

You can change the default install path. There is also a note letting you know how much free drive space is required. Click on the "Next" button to bring up:

Setup - Track
Select Start Menu Folder
Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
Track
Browse...
< Back
Next >
Cancel

This screen allows you to choose the Start Menu location of the Track Startup Icon. We suggest using the default. Click on the "Next" button.

The next screen is:

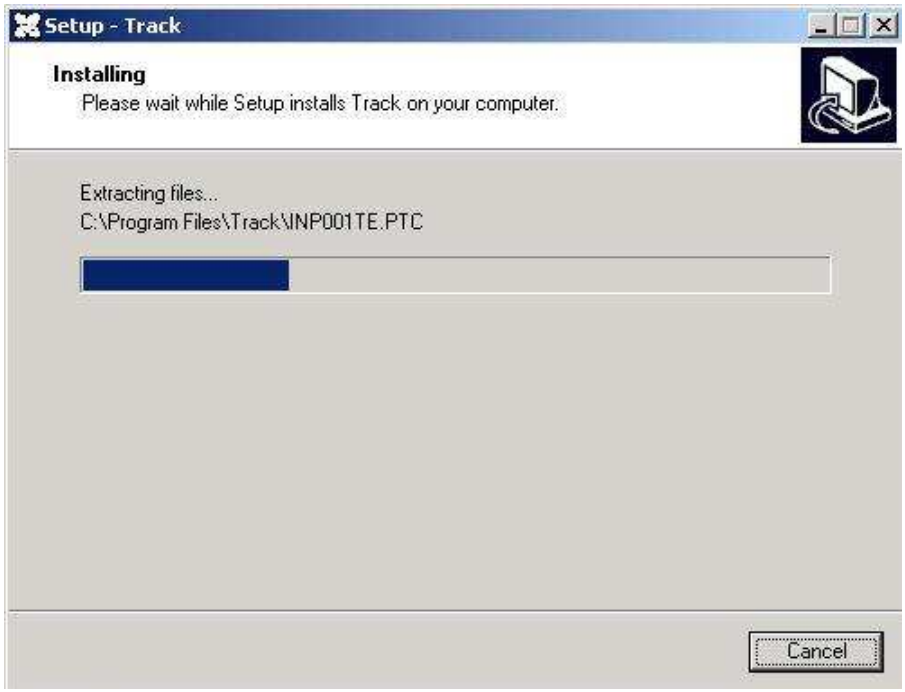

Setup - Track
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing Track, then click Next.
Additional icons:
Create a desktop icon
< Back
Next >
Cancel

This install screen allows you to uncheck the option to create a desktop icon. We suggest you allow the icon to be created on the desktop. Click the “Next” button to bring up:

Setup - Track
Ready to Install
Setup is now ready to begin installing Track on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Program Files\Track
Start Menu folder:
Track
Additional tasks:
Additional icons:
Create a desktop icon
< Back
Install
Cancel

This summary screen allows you to double check the install path, Start Menu location and whether or not a Desktop Icon will be created. You can go back at this point to change any of those options, or just click on the “Install” button.

The next screen is:

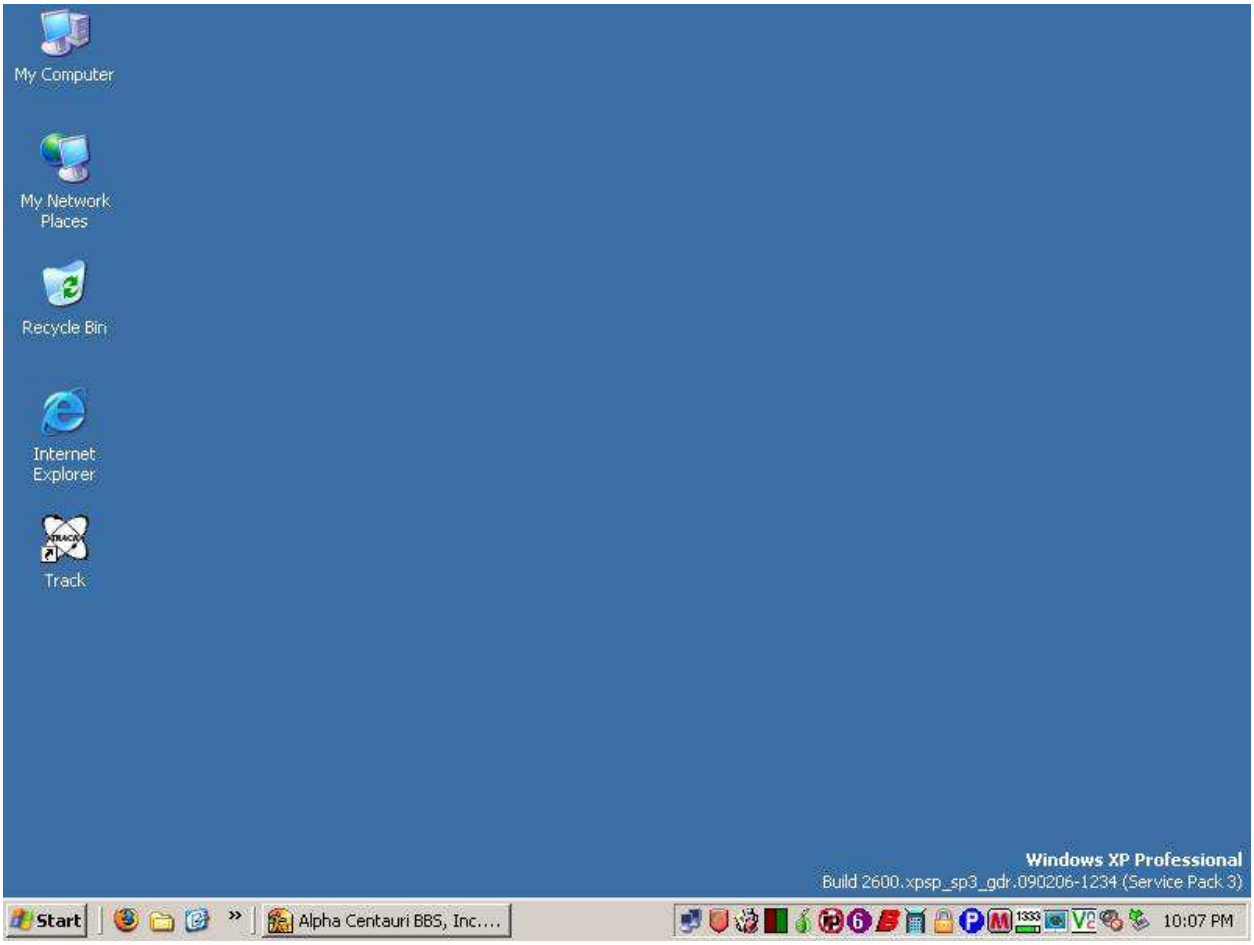


This is a progress screen that shows a progress bar as the files are installed. You do have the option of cancelling the install here. We recommend that you do not cancel and allow the install to finish. When all files are installed, the following screen appears:

Setup - Track
Completing the Track Setup Wizard
To complete the installation of Track, Setup must restart your computer. Would you like to restart now?
Yes, restart the computer now
No, I will restart the computer later
Finish

We are not huge fans of the Windows Registry, so there really is no reason to restart the computer at this point. We suggest that you put a "bullet" into the "No" option and then click on the "Finish" button.

At this point you should see a Track Icon on your desktop. This; of course, assumes that you did not uncheck the option for a desktop icon. The desktop:

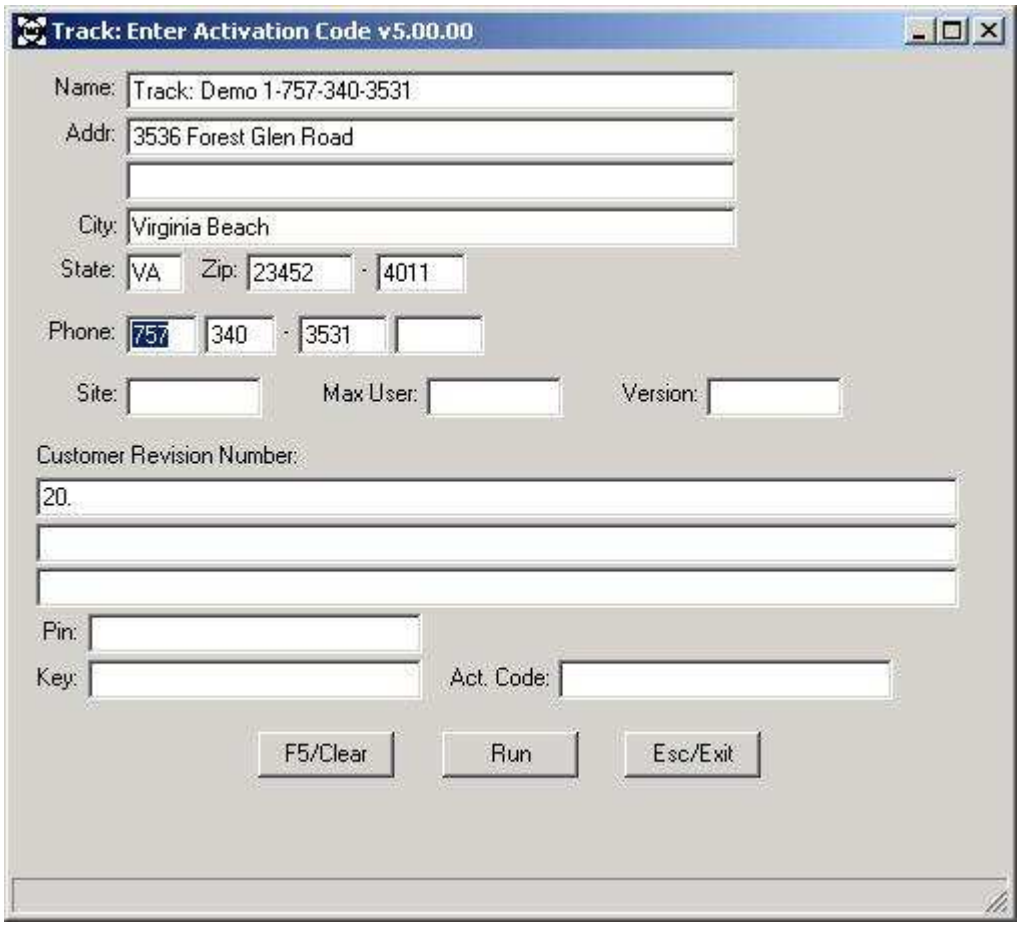


Double-click the Track Icon to bring up the Registration Screen.

1.3 REGISTRATION, PASSWORDS AND MENU SECURITY

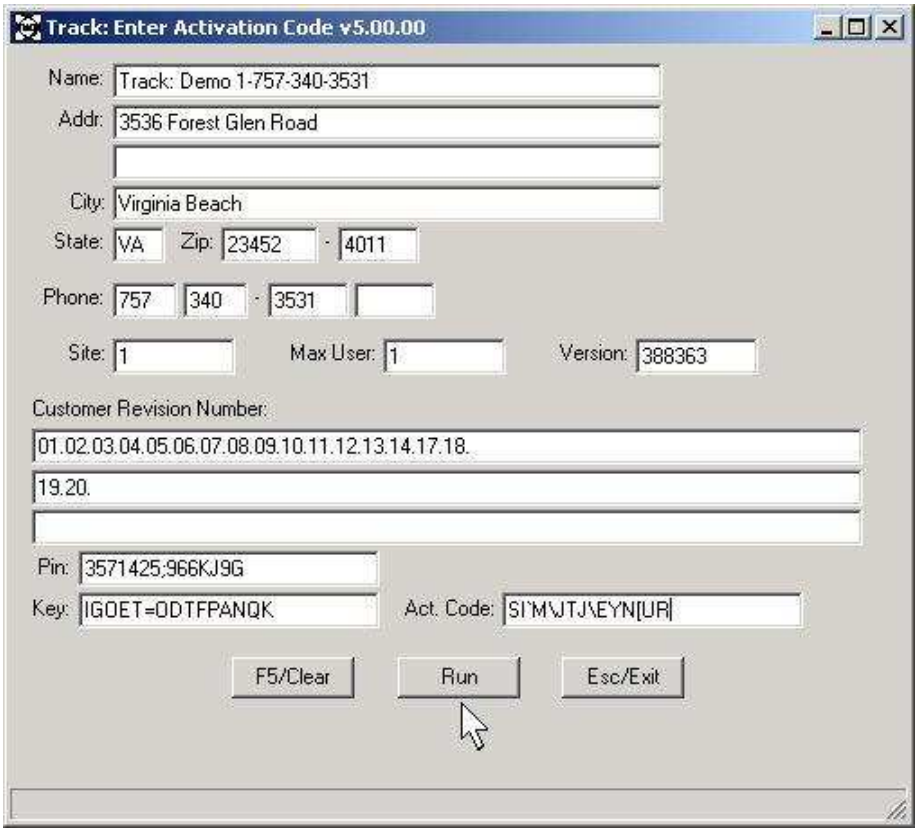
1.3.1 REGISTRATION

On a new installation of a live-non-demo Track system you will see the following screen:



You should have received a registration sheet from your dealer that lists your name, address, Site, etc. If not, contact them to get one. Assuming that you have the registration sheet, type in all the data on the sheet. The example here shows the registration for our Track Demo, your data will be different.

Typing in the registration data for a demo would result in a screen that looks like the following screen. Keep in mind that your screen will not look like this screen because your screen will list your registration data.



When you reach the “Pin” field, after typing in the “Pin”, you can either press the “Enter” key or click into the “Act. Code” field. This will auto-generate the “Key”. You must ensure that the key matches exactly what is on your registration sheet. A single character in your name or a single digit in your phone number or the Version number or even a missing period at the end of a Customer Revision Number will cause the Key to be different than that shown on your registration sheet. If the Key is different, that is your clue that a character somewhere has been entered incorrectly. Once you have entered in all the information correctly and the Key matches your Registration Sheet, type in the Act. Code from your Registration Sheet and then click on the “Run” button twice to process the registration data.

If you entered all the data correctly, the following screen will appear:

At this point, the registration screen will close. The next time you start up Track, it will bring you to the main menu. The initial password for the system is "**DEMO**" or "**demo**", but before you start up Track, you might want to **Define Passwords** and **Menu Security** for each of the Track users.

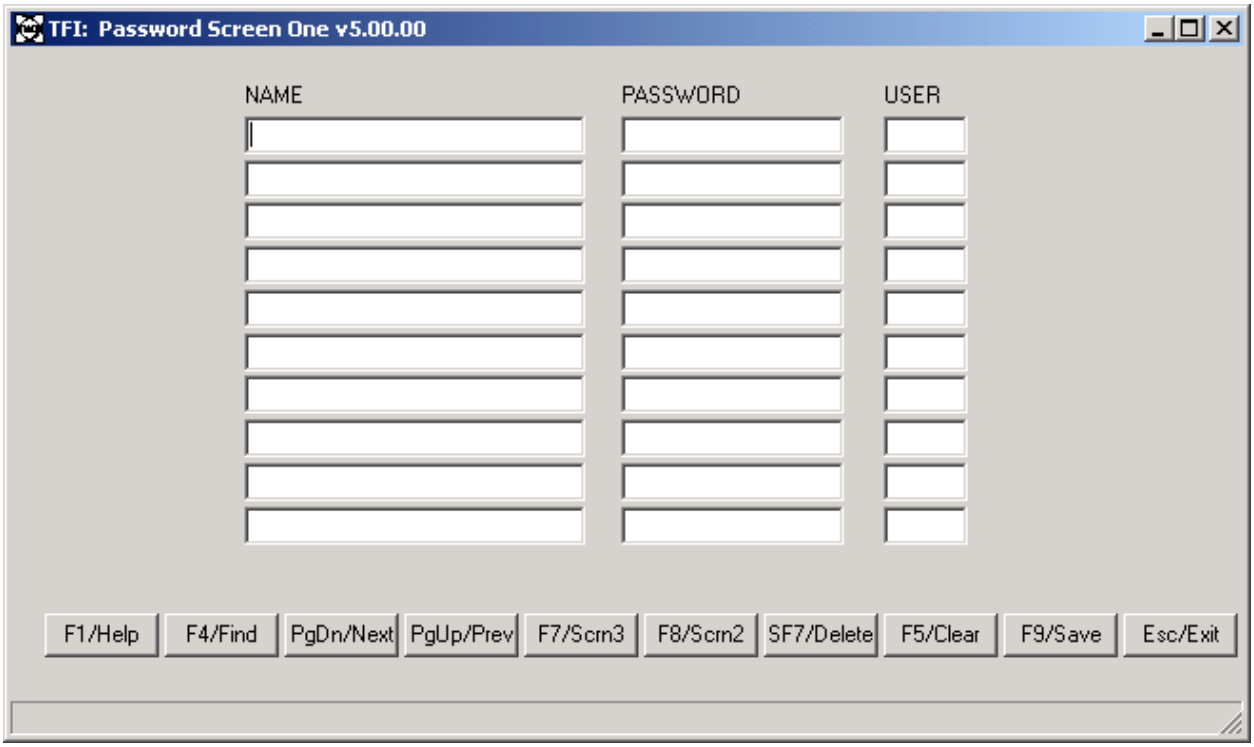
1.3.2 PASSWORDS AND MENU SECURITY

To setup passwords and menu security, double-click GMP053.PTC in the installed subdirectory (usually C:\Program Files\Track).

Note: To prevent users from creating their own passwords, after you define the users, remove GMP053.PTC and place it in a secure location.

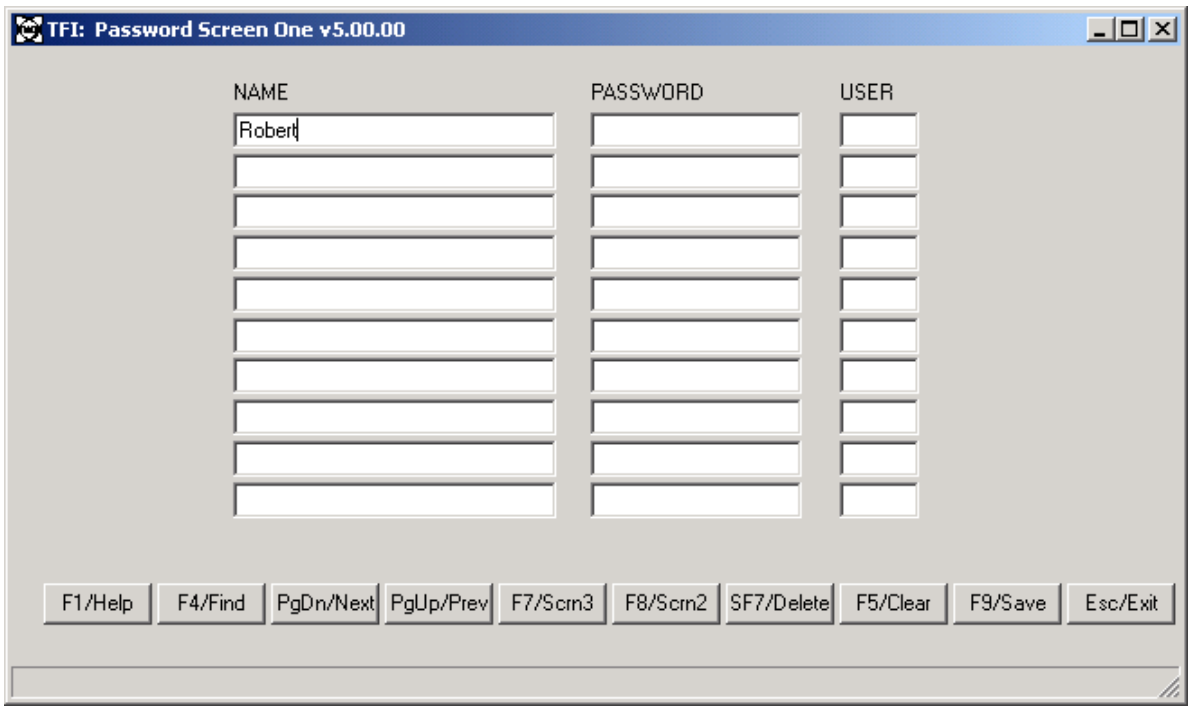
A quick note about Function Keys and buttons: Along the bottom of most screens is a row of buttons. These buttons also have names such as “F5/Clear” or “F9/Save”. This manual normally will instruct you to click on a button, but you are also able to press the corresponding function key instead. For example: If you were instructed to click on the F9 button, you could also press the F9 Function Key instead. If a button has an “SF”, such as the “SF7/Delete” button, that means that you would hold down the shift key and then press the F7 Function Key.

The Password Screen:

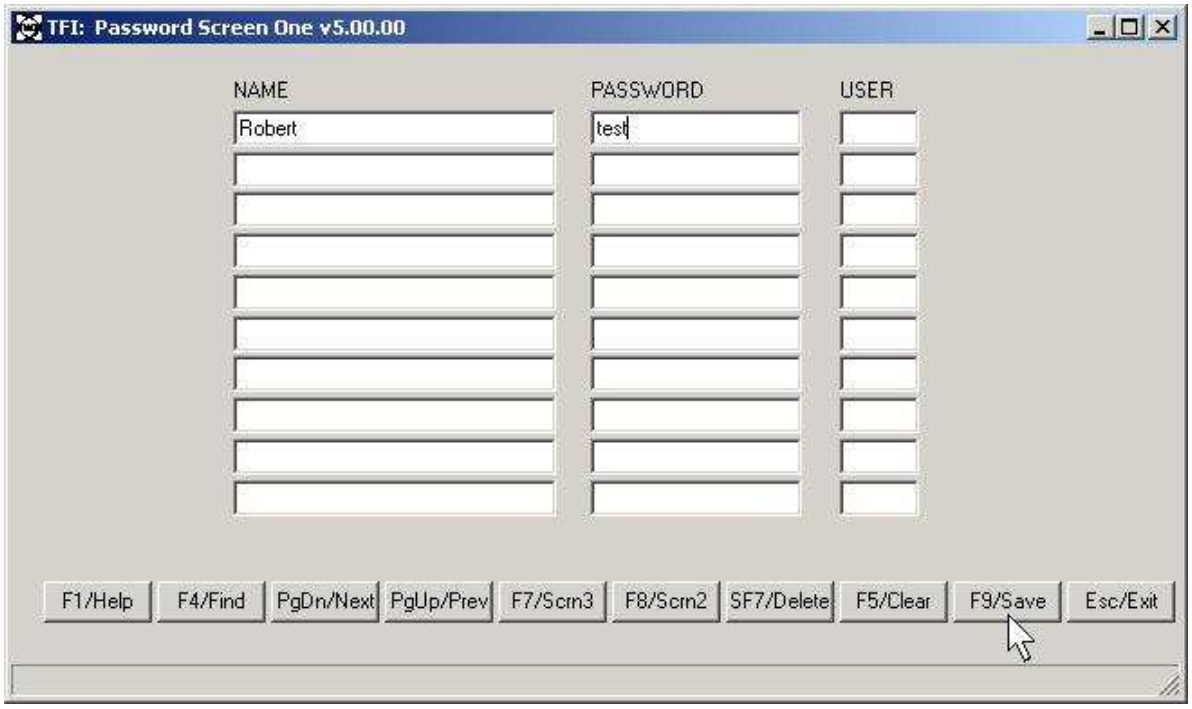


At the NAME prompt, type the name of the person that you are defining a password for and press “Enter”.

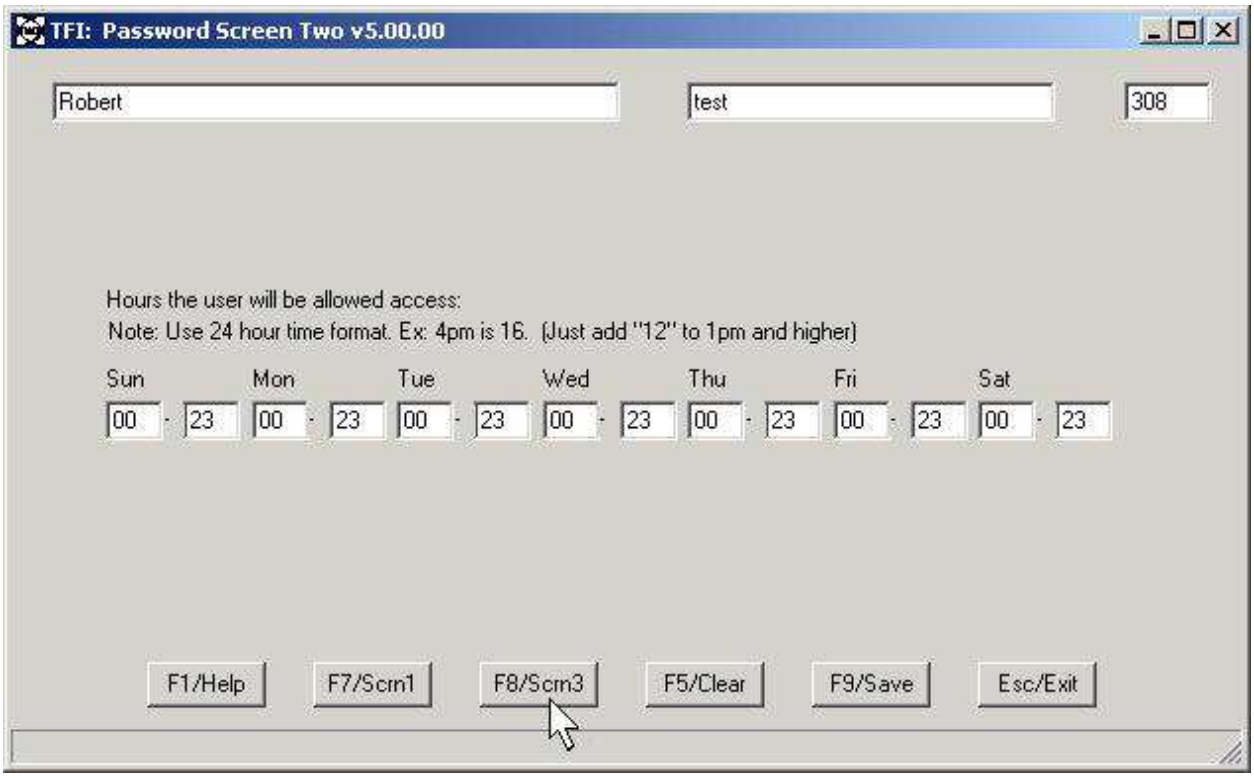
Like this:



At the PASSWORD prompt, enter the password for that person. The system is case-sensitive, so be sure to enter the password in the case that the new user will use when prompted for a password. Click F9 to save this user.

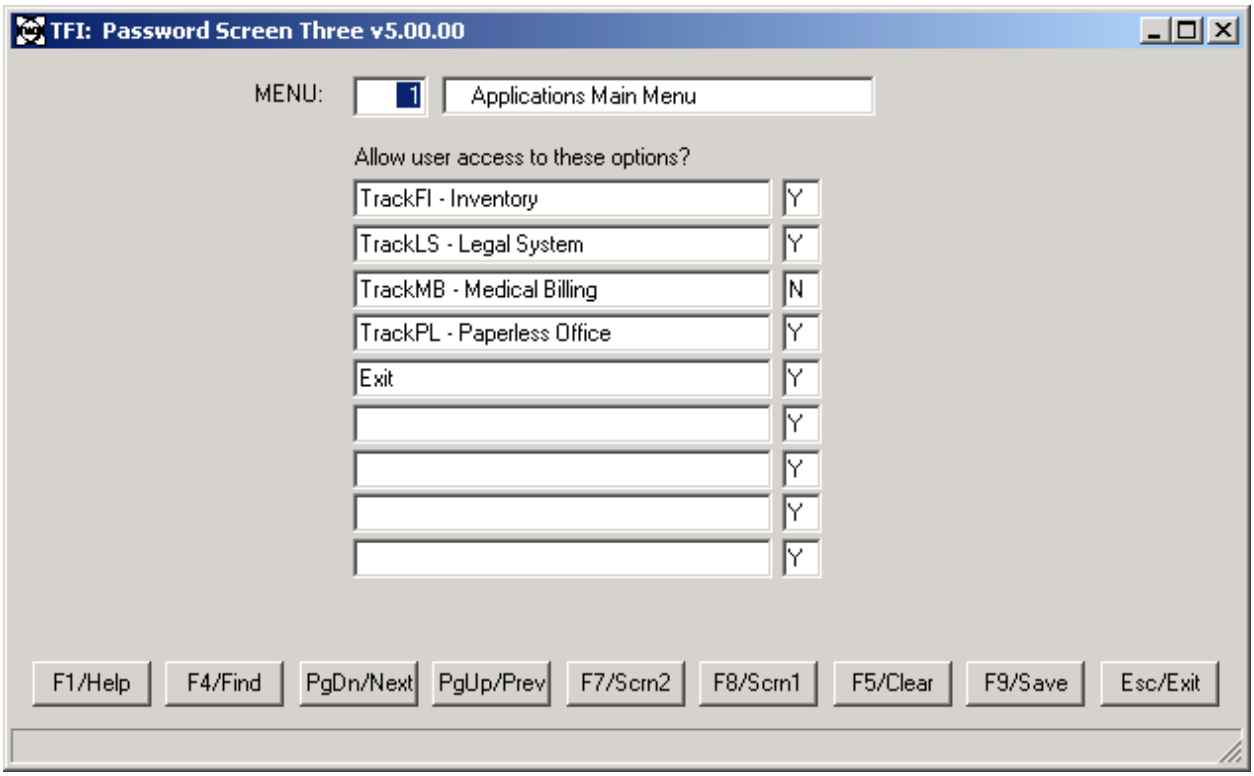


Next, click F8 to move to Screen Two.



Enter 00-23 for each day the user will be allowed to work on the system. This will give the user 24 hour access to the system. Note that the times are in 24 hour format where 6pm is represented by "18". To limit effective access to 9am to 5pm, enter 09-16. This gives the user eight hours of access from 9am to 4:59pm. Yes, you might think that this would only be seven hours and fifty-nine minutes of access, but trust us, it is a full eight hours. As a side note, you may also trust us when we say that the new millennium did not begin on January 1st, 2000, but, in fact, did not begin until January 1st of the year 2001.

Click F8 to move to Screen Three to setup menu security.



Enter the menu number you wish to set security for and click F4. Or you may PgUp or PgDn at the Menu number and page through the available menus (1 - 49).

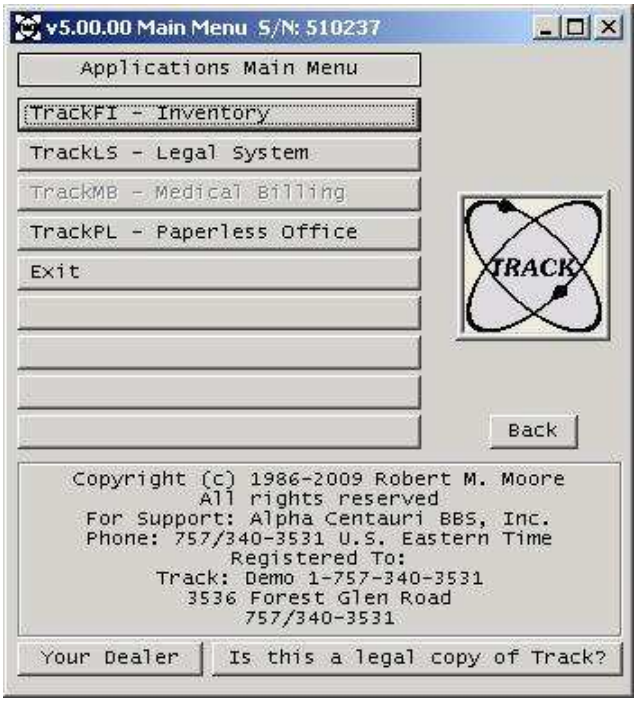
Set each option as you wish (Y or N) and click F9. Repeat this for each menu you desire to change. Click F9 to save each menu record before finding another menu to edit. When you are finished for this user, click F8 to switch to Screen One and repeat this procedure for all new system users.

To delete an existing user, position the cursor on the Name of the person on Screen One and click SF7.

To exit the program, click Esc.

Example: The following screen shows an “N” on the “TrackMB- Medical Billing” line:

When the user “Robert” logs in using his password, he will see the following Main Menu:



As you can see, the user “Robert” no longer has access to the TrackMB menu option. Any menu option can be turned off for any user using this process.

1.4 POINT-OF-SALE INTERFACE

The following batch files are used to interface TrackFI with the various point-of-sale systems:

EXPORT.BAT

This is used to send just changes that have been made to the item file. It includes a step to run the EXPORT commands to send PLU maintenance to the point-of-sale system. Details for doing so are covered in specific sections for each point-of-sale system.

IMPORT.BAT

This is used to import PLU sales from the point-of-sale system. It includes a step to run the IMPORT commands to retrieve the PLU report from the point-of-sale system. Details for doing so are covered in specific sections for each point-of-sale system.

PRICE.BAT

This is used to send the on and off sale changes that have been made using the Price Management menu. This would usually only be run at the end of the day and is optional as it is also included in EOD.BAT. It includes a step to run the PRICE commands to send PLU maintenance to the point-of-sale system. Details for doing so are covered in specific sections for each point-of-sale system.

EOD.BAT

This is used to perform all maintenance and sale pricing as well as retrieving the PLU report information and Terminal Report information if Cash Management is being used. It includes steps to run the EOD commands to process all item and price maintenance as well as the PLU reports from the stores. As the EOD commands will be run each night, it should be modified to also include reports and other options that do not impact TrackFI, but need to be performed during the nightly polling process. The details for each point-of-sale system are covered in their respective sections.

MIX.BAT

This is used to copy the Mix and Match Table exported by TrackFI into the point-of-sale system's subdirectory so that it can be transmitted to the point-of-sale terminal. The details differ for different point-of-sale systems and are covered in the sections that pertain to specific point-of-sale systems. You should not have to run this batch file manually, as it executes automatically each time that you save the Mix/Match table by using F9 in Mix/Match Table Maintenance. If you are using Mix/Match, you must modify your Export commands to transmit the MIX/MATCH file. This will prevent the need for the user to run a separate commands just to get the Mix/Match table into the point-of-sale system.

1.5 INVENTORY SETUP

Before you can begin processing sales and receiving transactions in the Inventory Control system, the basic "building blocks" of data must be entered into the system. These building blocks are created in the Maintenance module of Inventory, and consist of Stores, Departments, Classes, Vendors, Manufacturers, Mix/Match Tables, and Items. Some of these entries are **required** in order to use the system, and some are **optional**.

The following section will take you through the process of setting up this information in the proper sequence. You will be informed at each step whether the data is required or optional. You will also receive tips on various situations you are likely to encounter in setting up live information on the system, and the proper way to address each one.

This section will **not** repeat the field-by-field explanation of each data entry screen found in the Reference portion of this manual. If you have questions as you are going through Setup regarding valid entries for a particular field of information, find that screen and field in the Reference portion of this manual and use the instructions provided there. **If you still have questions regarding how to handle a particular situation, call your support provider for assistance.** It is essential that the information entered in this step be done correctly. If it is not, you could be forced to re-key large amounts of data and delay your automation plans considerably!

These instructions also assume that you have already successfully installed and registered TrackFI using the instructions found in the System Installation and TrackFI Registration sections. If you have not done so at this point, please refer to those instructions and install the software prior to starting the Setup process.

STEP ONE: START TrackFI

Once the Installation process is completed, change to the directory where TrackFI is installed and enter **TRK**. You will be presented with the Password screen. Enter the default password, which is either **'demo'** or **'DEMO'**. You will then be presented with the Applications Menu. The menu choices for the modules that you have installed will be highlighted, while the menu choices for options that you have not installed will be a light gray, or shaded, color.

STEP TWO: SELECTABLE OPTIONS (OPTIONAL)

Select the Inventory option from the Applications Menu. Then select the Utilities option from the Inventory Menu. Then select Selectable Options. The options that correspond to the modules that you have installed will be highlighted and available for modification. The other options will be shaded. Refer to the Reference portion of this manual for detailed information on each option. **These options have a significant impact on system performance, so make sure that you understand the implications of each option before selecting it!** Once this step is complete, use F9 to save your selections and ESC to return to the Applications Menu.

If you choose to skip this step, the default values for each option will be used.

Note: *All alphabetical entries in the following screens should be made using Upper Case letters. Some point-of-sale terminals will not accept lower-case entries, and a blanket rule to require Upper Case in all alpha entries will prevent the data entry person from having to remember which fields can be entered Upper/Lower Case.*

STEP THREE: STORE MAINTENANCE (REQUIRED)

At least one Store or location record must be created before operation of the system can begin. In a Multi-Store environment, each of the Stores that you want to track inventory for must be defined before you begin to convert your inventory data. It is in this screen that you will define Warehouse locations as well (if appropriate). To create or edit Stores, click on the "Stores" button on the Inventory/Maintenance Menu. Complete the information on the screen according to the guidelines provided in the Reference portion of this manual.

STEP FOUR: DEPARTMENT MAINTENANCE (REQUIRED)

Department codes must be defined for each Store to match the Departments defined in the point-of-sale terminal(s) in that Store. It is possible to have different Department codes in different stores if you choose. Another important function provided by Department Maintenance Screen is the ability to set up the default point-of-sale item status information on Screen 2. The information provided on Screen 2 will be built automatically for each Item that is associated with that Department. To create or edit Departments, click on the "Departments" button on the Inventory/Maintenance Menu. Complete the information on the screen according to the guidelines provided in the Reference portion of this manual.

STEP FIVE: CLASS MAINTENANCE (REQUIRED)

At least one Class is required. Classes are categories of merchandise that fall within broader Departments. These entries are optional, as they are not required by the point-of-sale system to track sales. They are very useful, however, since nearly all Inventory Reports group Item information by Department, then by Class within Department. To create or edit Classes, click on the "Classes" button on the Inventory/Maintenance Menu. Unlike all the other Maintenance Screens, the Class Maintenance Screen displays multiple records on one screen. To view existing records, use F4 or use PgDn / PgUp to browse the file. To enter classes complete the information on the screen according to the guidelines provided in the Reference portion of this manual.

STEP SIX: VENDOR MAINTENANCE (REQUIRED)

At least one Vendor is required. Vendor records are used both to group Items for reporting purposes and to provide information critical to the Purchase Order Management system. If you are not interested in either of these functions, you may skip this step. Or you may define only those Vendors that you want to track, and not enter the others. To create or edit Vendors, click on the "Vendors" button on the Inventory/Maintenance Menu. Complete the information on the screen according to the guidelines provided in the Reference portion of this manual.

STEP SEVEN: MANUFACTURER MAINTENANCE (REQUIRED)

At least one Manufacturer is required. Manufacturer records are used primarily to group information for reporting purposes. Here is where you can define the companies that **make** the products that your business sells. Inventory Reports allow you to print reports for just those Manufacturer's Items you want information on. Additionally, Manufacturer codes are very useful in doing Mass Price Changes. For example, if you want to be able to do a price change on all Pepsi products you could define Pepsi as a Manufacturer in this file. Although it is possible to perform mass price changes by putting all a particular manufacturer's products into one department or class, it is more flexible if you use the department and class categories for groupings other than manufacturer. You may define only those Manufacturers that you want to track, and not enter the others. To create or edit Manufacturers, click on the Manufacturers button on the Inventory/Maintenance Menu. Complete the information on the screen according to the guidelines provided in the Reference portion of this manual.

STEP EIGHT: MIX & MATCH TABLE MAINTENANCE (OPTIONAL)

Mix/Match Tables are used to relate different Items for the purpose of providing a special price if a minimum quantity of any of the related Items is purchased. For example, you may sell assorted knick-knacks at 40 cents each, or 3 for $1.00. Another valuable use of this feature is in providing quick price changes for all items in the related group. For example, all $12.99 CD's can be assigned the same Mix/Match Table number, and with one change to the Mix/Match price the entire stock of CD's will begin selling at $13.99. If you want to associate Items with Mix/Match Tables, they must be defined here first. To create or edit Tables, click the “Tables - Mix and Match” button on the Inventory/Maintenance Menu. Complete the information on the screen according to the guidelines provided in the Reference portion of this manual.

STEP NINE: ITEM MAINTENANCE (REQUIRED)

The core file in the TrackFI system is the Item File. Here is where all of the information regarding the Item Number/UPC, Vendor Item Number, Description and other important data is defined. All of the codes defined in Steps 3 through 8 above are tied together here. All reports pull the descriptive information for each Item from this file. This is also where most of the work required prior to beginning to use TrackFI is done. Because of the critical nature of this information, it is very important that this step be well-planned and executed. Here are a few guidelines to assist in that preparation:

1) Assemble a master list of the items that you want to enter into the new system. Use the reference pages provided with this manual to help you collect all of the information you will need **prior** to starting to key-enter the items.
2) If you are converting from another automated inventory control system, you can either print out a master item listing with the information required for conversion, or explore the possibility of electronically converting the data with TrackFI Support. A number of our customers have found that the savings in keypunch time as well as calendar days required to convert the system more than compensate for the cost of creating a data conversion program.
3) If the majority of your items have bar codes attached you can increase the speed and accuracy of a manual conversion with the use of a keyboard wedge scanner attached to your PC. This will ensure that the correct UPC code is entered and eliminate the need to type those long numbers.
4) You should be sure that ALL data entry is done with the CAPS LOCK key on! Some point-of-sale systems cannot process lower-case letters, and every one entered is one that will need to be redone later!
5) Read through the Item Maintenance section in the Reference portion of this manual in detail prior to starting to convert data. This should be obvious, but is often neglected and can prevent severe headaches later!
6) Give careful thought to your Department and Class code organization and assignments. These codes are used extensively in organizing your management reports as well as in performing Mass Item Changes. Group items with this in mind.
6) Make a commitment to converting your Item data as quickly as possible. It is a difficult process, but once done will begin to benefit your business on a daily basis in ways that you can't appreciate now. Either assign someone full-time or commit to spending as much time each day as your schedule will allow until the job is done.

STEP TEN: ENTER PHYSICAL COUNTS (OPTIONAL)

Once all of your Items have been entered, you are ready to set the beginning inventory counts for each item in stock in your store. This step is required if you want to keep a perpetual inventory on the system. If you are using TrackFI exclusively for Item Maintenance and Sales Analysis, this step is not necessary.

The Physical Inventory can be accomplished in one of two ways: (1) use the Physical Inventory Worksheet to collect information and key-enter the counts into the Inventory Transaction Screen or (2) use a Hand Held Terminal to collect the count information on the sales floor and then automatically dump the counts into the Inventory Transaction File on the PC. The procedures for each method are as follows.

If you are doing a complete Physical Inventory (as opposed to cycle counting) and want to zero all Qty on Hand amounts prior to starting to enter counts, you must run a special utility. Double-click **INP002Z2.PTC** in the Track subdirectory. You will be presented with a screen entitled "Zero Quantity on Hand". At the **Store:** prompt, enter the number of the store that you want to zero counts for. At the **Zero Quantity on Hand for all items in the above store? (Y/N)** prompt, enter Y to begin the zeroing process.

Manual Entry Method

1) **Print the Physical Inventory Worksheet.** To do this, select Inventory from the Applications Menu. Select Reports from the Inventory Menu. Select Physical Inventory Worksheet from the Inventory Report Menu. At the top of the screen select the ranges of Items that you want to be included on the Worksheet. At the bottom of the report, select whether the report should start a new page by Department or Aisle, or just break for each new Department/Aisle. For example, if you are going to delegate the counting task to several assistants, you might select the option to Page on Aisle, and give each assistant a separate Worksheet for each Aisle they are responsible for counting. Select whether or not you want the "book" or system inventory counts to print on the report. If this is the initial count, of course, this option should be set to 'N'.
2) Once the Worksheets are completed, the counts must be entered into the **Inventory Transaction Screen**. To begin, select Inventory from the Applications Menu. Select Transactions from the Inventory Menu. Select Inventory Transactions from the Inventory Transactions Menu. Enter the counts using the procedures detailed in the Reference portion of this manual for type 'P' transactions.

   Note: *There can be no other Inventory Transactions in the Transaction file when entering Physical Count Transactions. If any other transactions exist, you will get an error message that prohibits the saving of your type 'P' transaction. You must then use Post Inventory Transactions to clear the file prior to attempting to enter your counts.*

3) Once all counts have been entered, **print the Transaction Report** to provide a permanent record of the results of the Physical Count. To begin this, select Transaction Report from the Inventory Transaction Menu. At the top of the screen, select the ranges appropriate to print the count information that you have just entered. At the bottom of the screen, simply accept the defaults for the Page/Break options (by entering through them) and select 'P' to print the report on your printer. Once the report has finished, review the counts for accuracy and then file the report for later Reference.

4) The **Variance Report** is the next menu option. If you are doing an initial Physical Count, the Variance Report is not required. This report compares the counts entered through Transaction Entry with the 'Book' counts maintained by TrackFI. If the two counts differ, the Item is printed on the report, along with both counts, the difference between them (variance), and the dollar impact of the variance. This report is very useful when used in cycle-counting of inventory after initial conversion as a means of locating shrinkage and other inventory discrepancies. During the initial count, however, every item would show on the report (the system has no counts), and thus it is of no benefit.

5) **Post Inventory Transactions** is the next step. This program **replaces** the value in the Qty on Hand field in the Activity file with the new count. Select the ranges of Stores, Trans Types and Dates to post, or simply touch F4 to set the defaults (post all). The system will prompt you with the message "**Is this the Initial Physical Count? (Y/N)**". Select 'Y' if you are entering your counts for the first time. A 'Y' response will prevent the Posting program from creating Inventory Adjustments for the difference between your physical count and the book inventory. Since all items will have zero counts prior to the first inventory, such an adjustment would be incorrect. The normal response after system conversion will be 'N'.

6) An optional sixth step is to print an **Inventory Valuation Report.** The Valuation Report will provide extensions of the Physical Count in Last Cost, Average Cost and Retail dollar amounts. Items on the report will be grouped by Department, and subtotals provided for each Department. To begin the report, select Reports on the Inventory menu. Select Valuation Report from the Inventory Report Menu. At the top of the screen, enter the ranges of items that you want to be included on the report. At the bottom of the screen make the appropriate selections for Dept/Class breaks, Detail/Summary reporting, and inclusion of zero qty items on the report. Print the report to the printer.

Hand-Held Terminal Method

1) Use the **Hand-Held Terminal (HHT)** to scan and enter the Physical Counts on the sales floor and warehouse. Refer to the Hand Held Terminal section of this manual for detailed instructions on use of the HHT. Once the counts have been collected, transmit them into the PC for processing. To begin, select Inventory from the Applications Menu. Select Hand Held Terminal Interface from the Inventory Menu. Select Count Data Import from the Hand Held Terminal Menu. Enter the Store ID that you want to import counts for. The Transaction Date will default to the System Date, but can be changed to a prior date if you are entering counts after the fact. Select 'Y' to begin the receiving of data from the HHT. Make the required entries on the HHT to begin the transmission of data.

2) Once the transmission is complete, the program will create type 'P' transactions in the **Inventory Transaction** file just as if you had keyed them in manually according to the instructions in step 2 above. From this step on, the procedures for processing Physical Counts are identical to those used for the Manual Entry Method.

Note: *Be sure to use the procedure provided in the HHT instructions to clear the counts in the HHT after successfully transmitting to the PC. Otherwise the counts just entered will be duplicated in the next transmission.*

Once you have completed STEP TEN, you are ready to begin daily operating procedures. These procedures are provided in the appropriate sections of the Reference portion of this manual.

1.6 PURCHASE ORDER SETUP

The following instructions will guide you through the steps necessary to successfully set up and configure the Purchase Order Management system. These instructions assume that the Inventory Control system has already been installed and configured according to the instructions found in the Inventory Operation Manual. You should also have entered a large majority of your items in the Item Master file prior to using PO Management. The PO system does permit the entry of Non-Stock Items if an item is missing from the Item file, but this should be the exception rather than the rule.

STEP ONE: SELECTABLE OPTIONS (REQUIRED)

You must make one selection regarding Purchase Orders in the Selectable Options module on the Utilities menu. On Screen 1, choose PO History Update? (Y/N). A 'Y' choice will cause the Update Received Orders program to post records to the PO History File. An 'N' choice will bypass the adding of records to the PO History File.

STEP TWO: VENDOR MAINTENANCE (REQUIRED)

If you did not enter all of your vendors during Inventory Setup, you must do so at this time. While the Vendor ID and Name are the only required fields, all of the fields on the Vendor Maintenance Screen should be entered if you have the information. All of the entered fields with the exception of the GL information at the bottom of the screen will be used as defaults during the entry of Purchase Order documents, and the entry here one time will save many keystrokes later.

STEP THREE: PONOTES.TXT (OPTIONAL)

You may create a file named PONOTES.TXT in the Track directory that contains any special notes which you would like to print on the bottom of each PO during the Print/Post function. This file can be created with any text editor. It may contain up to 3 lines of 40 characters per line and no more.

1.7 PRICE MANAGEMENT SETUP

The following instructions will guide you through the steps necessary to successfully set up and configure the Price Management system. These instructions assume that the Inventory Control system has already been installed and configured according to the instructions found in the Inventory Setup section of this manual. You should also have entered all of your items in the Item Master file prior to using Price Management.

STEP ONE: POINT OF SALE INTERFACE (REQUIRED)

The Price Management System uses a different batch file interface to the point-of-sale system than does normal POS Maintenance. It is a completely separate communications session from POS Maintenance, and can be run at any time during the day that you wish to activate price changes. As a result, you must define separate sequence(s)/script(s) in the point-of-sale software to process Price Maintenance batches. You will find details regarding sequence/script creation and file naming conventions in the Price Management section of this manual. Complete details on sequence/script creation will be found in your point-of-sale Operation Manuals.

Once you have defined the appropriate sequences in your point-of-sale system you must edit the PRICE.BAT file found in the TrackFI directory to run them. PRICE.BAT is executed when you select the Transmit Price Change Batches option on the Price Maintenance Menu.

1.8 MULTI STORE SETUP

The following instructions will guide you through the steps necessary to successfully set up and configure the Multi Store system. These instructions assume that the Inventory Control system has already been installed and configured according to the instructions found in the Inventory Operation Manual.

STEP ONE: STORE MAINTENANCE (REQUIRED)

Add the store(s) that you want to track to the Store File using Inventory Maintenance/Stores. Make sure that the POS Store Number found at the bottom of the screen matches the Store ID that you define in your point-of-sale system. Refer to the Inventory Control section for detailed instructions on Store Maintenance.

STEP TWO: DEFINE NEW STORES IN YOUR POS SYSTEM (REQUIRED)

Add the stores defined in TrackFI in the previous step to your point-of-sale system. Then modify your existing scripts or add new ones to include the new stores in your daily polling routine. Refer to your point-of-sale system User Manual for detailed instructions regarding new store setup and script modification.

STEP THREE: TRANSFER ITEMS TO NEW STORE (REQUIRED)

If you have an existing store whose Department and Item records closely match the store you are defining now, you can use the Transfer Item to New Store utility to automatically build both Departments and Items for the new store. This utility is found on the Mass Item Maintenance menu off of the Utilities Menu. Refer to the Inventory Control section for detailed instructions on use of the program. Keep in mind that the Transfer Items process will overwrite Item records that exist in the new store's file if those Items already exist in the new store.

STEP FOUR: BATCH ITEM STATUS MAINTENANCE (OPTIONAL)

If you want to send the new items to your point-of-sale system, run the Batch Item Status Maintenance utility for the new store. This will set the Maintenance Type flag for each item to the value you specify (2 in this case). For detailed instructions regarding this utility refer to the Inventory Control section.

STEP FIVE: TRANSMIT NEW ITEMS TO POS (OPTIONAL)

Once Batch Item Status Maintenance has been run, you can run a normal POS Maintenance Autopilot to transfer the items to your point-of-sale system.

1.9 SYSTEM.CFG SETUP

The SYSTEM.CFG file is located in the [path]\TRACK\SYSTEM subdirectory. If you installed to the default folder, [path] will be C:\PROGRAM FILES. SYSTEM.CFG is an editable text file. The file contains "switches" or "flags" that control various functions within the TrackFI system. Following is a copy of that file with comments that explain what each switch is for. You may edit the file using any suitable text editor.

```
;SYSTEM.CFG v5.20.00

;You can include comments by using the ';' (semicolon) character

ALPHAITEM=N     ;This allows DRS users to disable all PLU Numeric Conversion for
                ;DRS programs.  Disabling PLU Numeric Conversion means that
                ;Alpha PLUs such as 'ITEM0001' will be allowed.  Normally PLUs
                ;can ONLY be numbers such as '1110000111'.
                ;
                ;ALPHAITEM=Y  Allow Alpha PLUs
                ;ALPHAITEM=N  DO NOT allow Alpha PLUs

APIF=N          ;This causes the PO system to execute the AP accounting
                ;interface.
                ;
                ;APIF=Y  Execute AP accounting interface
                ;APIF=N  Do NOT execute AP accounting interface

AUTOASSIGN=I    ;This allows users to determine how PLUs are auto assigned.  An
                ;'S' means to get the Last Item Number from the Store File, add
                ;one to it and use that number.  An 'I' means to start scanning
                ;the Item File starting with the number '1' and use the first
                ;unassigned number as the new PLU.  A 'B' means to get the Last
                ;Item Number from the Store File and start scanning for an
                ;available PLU at that number.  For example: If the AUTOASSIGN
                ;is a B and the Last Item Number in the Store File is 9999900001,
                ;the new PLU will be the first available PLU that is above the
                ;number 9999900001.
                ;
                ;NOTE: This flag overrides the CHECKCODE flag.  If AUTOASSIGN is
                ;      not an 'S', the CHECKCODE will be evaluated as 'N' no
                ;      matter what it is set to (N or Y).
                ;
                ;AUTOASSIGN=S  Auto assign from the Store File's Last Item Number
                ;AUTOASSIGN=I  Scan Item File for first available PLU
                ;AUTOASSIGN=B  Scan for first available PLU above the Store's
                ;              Last Item Number

AUTOCANCELBO=N ;This allows users to have the Receive Purchase Orders Program
                ;automatically set the Back Ordered Quantity to zero when the
                ;Quantity Received is changed.
                ;
                ;AUTOCANCELBO=Y  Auto-zero the Quantity Back Ordered.
                ;AUTOCANCELBO=N  Don't auto-zero the Quantity Back Ordered.

AUTOEXPNEW=N    ;This allows the users to automatically export a NEW PO from the
                ;PO Maintenance Screen when saving POs.  A prompt will ask the
                ;user if they want to "Auto Export NEW PO?".  The user will have
                ;to answer yes to that question in order to export the PO.
                ;
                ;AUTOEXPNEW=Y will prompt user to export a NEW PO
                ;AUTOEXPNEW=N will NOT prompt user to export a NEW PO

AUTOUPDRJRNL=N ;If the user elects to print a Receiving Journal from the
                ;Receive Purchase Orders Screen the Receiving Journal will be
                ;sent to a disk file in the OUTBOX Subdirectory with a name of
                ;RCVSnnn.XMT where the 'nnn' is the Store Number.  The journal
                ;will also be sent to the printer.
                ;
                ;AUTOUPDRJRNL=Y  Send to printer AND to RCVSnnn.TXT
                ;AUTOUPDRJRNL=N  Send to printer only
```

```
CHECKCODE=N     ;This allows users to tell the Main Item Program to check the
                ;CODE field for BLANKs when pressing F9 to save a record and
                ;also to auto-generate a CODE if the user enters a blank CODE
                ;in ADD mode.
                ;
                ;NOTE: The checkcode is DISABLED (ie: is overridden to 'N') if
                ;      the AUTOASSIGN Flag is NOT an 'S'.
                ;
                ;CHECKCODE=Y  DON'T allow blank CODEs and auto-generate CODEs
                ;CHECKCODE=N  ALLOW blank CODEs

CMIMPORT=N      ;This causes the EOD Autopilot to run the Convert Terminal
                ;Data Program to import Cash Management Data.
                ;
                ;CMIMPORT=Y means import data
                ;CMIMPORT=N means DON'T import the data

DATASYMCD=8FED ;This flag allows the user to custom define which fields will be
                ;sent to the cash register for GR or MR cash register types. Most
                ;users setup the XR-650 as a GR type.
                ;
                ;The fields:
                ;
                ;Code What         Comment
                ;---- ------------ --------------------------------------------------
                ;8000 PLU          Sending only this will delete the item
                ;0800 Dept
                ;0400 Desc
                ;0200 Price
                ;0100 Mix/Match
                ;0080 SubDept
                ;0040 Flags
                ;0020 Flags2
                ;0010 Family Code  This field is not compatible with coupons!
                ;0008 BaseQty      RT-6000 Stops with Family Code
                ;0004 Flags3       GR stops with Flags3
                ;0002 Tier         These last two are Merlin fields
                ;0001 Value Coupon "
                ;
                ;If you add up the columns above, you will see that the maximum for an
                ;RT-6000 is 8FF0.  Max for a GR is 8FFC and max for an MR is 8FFF. Note
                ;that the columns are added up using the Hexadecimal numbering system.
                ;
                ;The Family Code field is not compatible with manufacturer's coupons.
                ;Although this is an official Datasym field, please don't send down this
                ;field unless you know exactly how it was meant to work.
                ;
                ;DATASYMCD=8000  Never send this, as it will DELETE every item you try to send
                ;DATASYMCD=8FEC  Typical code for GR or XR-650
                ;DATASYMCD=8FEF  Typical code for an MR (Merlin)

DATASYMDATBK=Y ;This flag allows Datasym users to automatically create dated
                ;backups of the 01-ssss.DAT (Usually 01-0001.DAT) file during daily
                ;sales import.  Note that the 01-0001.DAT file is ALWAYS    backed up
                ;to 01-0001.BAK on each import.  Since the same name (01-0001.BAK)
                ;is always used, that backup file is overwritten each time sales are
                ;imported.  By turning on this DATBK option, permanent backups for
                ;each day are created.  The backup is named Dyymmdd.TXT.  For example,
                ;a backup from March 1, 2012 would be named D120301.TXT.  A backup
                ;from June 14, 2012 would be named D120614.TXT.  A maximum of eleven
                ;backups per day are saved.  If sales are imported a second time
                ;during the same day, the second file will be named Dyymmdd0.TXT.  A
                ;third would be named Dyymmdd2.TXT, etc.  After the maximum name of
                ;Dyymmdd9.TXT is used, NO MORE BACKUPS ARE MADE!
                ;
                ;DATASYMDATBK=Y  Create the backup file.
                ;DATASYMDATBK=N  Don't create the backup file.

DATASYMDESC=20 ;This allows users to specify the length of the Description that
                ;is sent to a DATASYM-GR or DATASYM-MR POS Type.  The min is 1 and the
                ;max is 20.  This option does NOT apply to the older DATASYM POS Type.
                ;The default for the older DATASYM POS Type is 16.  If the length sent
                ;to the register does not match the length programmed in the register,
                ;communications with the register will fail.

DATASYMLEVEL=N ;This allows Datasym users to turn on/off Level PLUs.  For Datasysm,
                ;levels are passed as the last digit of a PLU.  If a normal PLU is
                ;0000000123, that same PLU with a level of 1 would be 0000001231.  Note
                ;that when levels are being used the level 0 main item has a 0 as the
                ;last digit.  Like this: 0000001230.  The total length of the PLU field
                ;remains the same.  That reduces the total allowed length of PLUs by
                ;one digit.
```

```
DATASYMMIX=Y    ;This allows Datasym users to specify if the Mix Match Tables should
                ;be created when the user leaves the Mix/Match Maintenance program.
                ;The table is named MIXMATCH.P08 and will be created in the path
                ;specified here in the SYSTEM.CFG Flag: DATASYMPATH.
                ;
                ;DATASYMMIX=N  Do not create MIXMATCH.P08 in the Datasym Path.
                ;DATASYMMIX=Y  Create MIXMATCH.P08 in the Datasym Path on program exit.

DATASYMPATH=C:\Datasym\c2winv2

                ;This Datasym path applies to ALL the DATASYM/-GR/-MR POS Types.  This
                ;is the location where sales data coming from the cash register will be
                ;imported from and it is the path where data being sent to the register
                ;will be written to.

DATASYMREGBK=N ;This flag allows Datasym users to automatically APPEND to a file named
                ;01-REG.DAT.  This file will be created in the same folder that the
                ;daily sales file 01-0001.DAT is located.  Since the file is being
                ;appended to, it will continue to grow forever.  It should be periodically
                ;deleted to save disk space.  If the file does not exist, it will be
                ;created automatically.
                ;
                ;DATASYMREGBK=Y  Create or append to the backup file.
                ;DATASYMREGBK=N  Don't create or append to the backup file.

DATASYMSKU=14   ;This allows users to specify the length of the SKU that is sent
                ;to a DATASYM-GR or DATASYM-MR POS Type.  The min is 1 and the max is
                ;20.  This option does NOT apply to the older DATASYM POS Type.  The
                ;default on the older DATASYM POS Type is 14.  If the length sent to the
                ;register does not match the length programmed in the register,
                ;communications with the register will fail.  The SKU (PLU) max length
                ;allowed in TrackFI is currently set to 15.

DATASYMWAIT=5   ;This allows users to specify the minutes that Sales Import
                ;processing should wait for each store's sales data.  This
                ;only applies to Datasym Cash Registers.  The maximum is 999.
                ;
                ;DATASYMWAIT=5   Wait for five minutes on each store
                ;DATASYMWAIT=37  Wait for 37 minutes on each store

DEXIMPFLG=N     ;This causes the Item Maintenance Import program to set the
                ;Item Maintenance Type in each Item File PLU that is imported
                ;to whatever is in the ASCII file for that particular item.
                ;This option ONLY applies to Host systems and has no effect on
                ;Store systems.
                ;
                ;DEXIMPFLG=Y means set the Maintenance Type to the ASCII file
                ;DEXIMPFLG=N means set the Maintenance Type to 0

DEXPROMOFLG=N   ;This allows the users to tell the DEX import program to IGNORE
                ;any PLUs that are on promo.
                ;
                ;DEXPROMOFLG=Y  Ignore PLUs on promo when importing DEX data
                ;DEXPROMOFLG=N  Overwrite PLUs on DEX import even if on promo

DEXTRNAVGCST=N ;This flag won't be used by most users.  We had a request for a
                ;special instance where a user wanted to import TRNSnnn.XMT files
                ;as if they were coming from a host TRNHnnn.XMT file.  They wanted
                ;the costs imported by DEX to come from the Main Item File
                ;instead of from the TRNSnnn.XMT file.
                ;
                ;DEXTRNAVGCST=N  The normal default, import costs from TRNSnnn.XMT
                ;DEXTRNAVGCST=Y  Special case, overwrite using costs from Main Item File

DRSLABELS=N     ;This allows DRS users to select DRS Receiving Label printing
                ;during Auto PO Update on the Receive Purchase Orders Screen.
                ;This is NOT a Y/N option, but a N/1/2 option.  If you want DRS
                ;Labels to print during the Auto PO Update put the Comm Port
                ;that you want the labels to go to as the DRSLABELS= option.
                ;
                ;DRSLABELS=N  Don't print DRS Labels
                ;DRSLABELS=1  Print DRS Labels to Comm 1
                ;DRSLABELS=2  Print DRS Labels to Comm 2

DRSQOOCOMP=N    ;This allows DRS users to disable Quantity On Order
                ;Synchronization between the Store and Host Systems.
                ;
                ;DRSQOOCOMP=Y  Synchronize Quantity On Order
                ;DRSQOOCOMP=N  Do NOT Synchronize Quantity On Order

EXPORTMFG=Y     ;This allows the users to suppress the exporting of .COST1 from
                ;the Price/Cost File during DEX Item Maintenance export.  If
                ;EXPORTMFG is set to N .COST1 will be exported as "0.00"
```

```
                ;
                ;EXPORTMFG=N  Export .COST1 from the Price/Cost File as "0.00"
                ;EXPORTMFG=Y  Export .COST1 from the Price/Cost File

EXPORTZERO=N    ;This causes Store 0 to be exported in DEX just like any other
                ;Store (creating INVH000.TXT in the OUTBOX subdirectory).
                ;
                ;EXPORTZERO=Y means export Store 0
                ;EXPORTZERO=N means DON'T export Store 0

HHTAPEXVER=2    ;This allows users to set the Apex HHT file version.  Ver 1 does
                ;not use description or dept in the HHT file.  Ver 2 adds dept
                ;and description.  Apex II HHTs with Program Version v13 and
                ;above will support the addition of description and dept.
                ;
                ;HHTAPEXVER=1  Do not use description and dept on import
                ;HHTAPEXVER=2  Use description and dept on import

HHTRCVCASE=Y    ;This causes the Import Receiving Hand-Held Data program to read
                ;the Main Item File for Case Qty and extend the Imported Qty by
                ;the Case Qty.
                ;
                ;HHTRCVCASE=Y  Read Main Item File for Case Qty and extend Qty
                ;HHTRCVCASE=N  Ignore Item File and assume NO Qty extensions

HHTREMOTE=N     ;This allows users to specify if the HHT programs should run the
                ;Remote Modem Batch File (CLCOMMR.BAT) or the Local Batch File
                ;(CLCOMM.BAT).
                ;
                ;HHTREMOTE=Y  Use the Remote Modem CLCOMMR.BAT File
                ;HHTREMOTE=N  Use the Local CLCOMM.BAT File
```

```
HHTTYPE=APEX    ;This allows the user to define the type of Hand Held Terminal
                ;to be used.  There are three terminals supported: APEX II,
                ;Psion Organiser II and Symbol LDT 3805.
                ;
                ;HHTTYPE=APEX    Use the APEX Hand Held Programs
                ;HHTTYPE=PSION   Use the Psion Hand Held Programs
                ;HHTTYPE=SYMBOL  Use the Symbol Hand Held Programs

INVP01F10=Y     ;For use by support personnel for testing.

ITEMDELETE=Y    ;This allows the user to delete items in the Item Maintenance
                ;Screens for the Main Item File.
                ;
                ;ITEMDELETE=Y  Allow user to use SF7 to delete items
                ;ITEMDELETE=N  DO NOT allow user to use SF7 to delete items

ITEMDELTRACK=N ;This allows users to track item deletions in a text file
                ;called ITMDELET.LOG.
                ;
                ;ITEMDELTRACK=Y  Write item deletions to ITMDELET.LOG
                ;ITEMDELTRACK=N  Don't write item deletions to ITMDELET.LOG

LANDEDCOST=N    ;This allows users to increase the cost of items posted by the
                ;Post Transactions Program (for R type transactions).  This is
                ;done by placing a percentage in the Freight Terms field for
                ;each Vendor (using the Vendor Maintenance Screen Program).  The
                ;'%' MUST be the first data in the Freight Terms field and it
                ;must appear before position number 7.
                ;
                ;Examples:
                ;
                ;Freight Terms: 2% NO COD!  (this is acceptable)
                ;Freight Terms: 4.05%       (this is acceptable)
                ;Freight Terms: 1% visa ok  (this is acceptable)
                ;Freight Terms: 13.999%     (this is acceptable)
                ;Freight Terms: NO COD! 2%  (this is NOT acceptable)
                ;Freight Terms: 1.999999%   (this is NOT acceptable, too long)
                ;Freight Terms: 2 percent   (won't be recognized, no '%')
                ;
                ;LANDEDCOST=Y  Increase cost by % found in Vendor File
                ;LANDEDCOST=N  Don't increase cost

LBLACCTNO=My AcctNo

                ;This allows users to specify the account number to print
                ;on Vendor Item Number Tags.
                ;
                ;LBLACCTNO=123456   Print "123456" as the account number
                ;LBLACCTNO=697357   Print "697357" as the account number

LBLASCIIPATH=C:\ASCIILBL.TXT

                ;This allows the users to print labels to an ASCII text file
                ;for later printing to third party label programs.  The fields
                ;in the ASCII file are comma delimited and all the fields from
                ;the Main Item File are included.
                ;
                ;LBLASCIIPATH=C:\ASCIILBL.TXT  The default
                ;LBLASCIIPATH=G:\NETWORK\MYFOLDER\MYNAME.ASC  Any path...

LBLCHECKDIG=Y   ;This allows the users to select or deselect the creation of
                ;a check digit on the UPC codes for Stickers and Tags in the Item and
                ;Receiving Label Print Programs.
                ;
                ;LBLCHECKDIG=Y  Create and print the check digit
                ;LBLCHECKDIG=N  Do not create or print the check digit

LBLCHKITEM=N    ;This allows the users to suppress the printing of labels.  If
                ;LBLCHKITEM is set to N labels will print.  If set to Y then a
                ;label will only print if the Item has "LABL" in the Aisle
                ;Location Field in the Main Item File.
                ;
                ;LBLCHKITEM=N  Always print labels
                ;LBLCHKITEM=Y  Only print label if LABL is in Item's Aisle Loc.
```

```
LBLDEFBCODE=U  ;This allows the user to change the default barcode type in the
               ;label print programs.  You will still be able to change the
               ;barcode type in the program, this just sets the default.
               ;
               ;LBLDEFBCODE=U  Default to UPC
               ;LBLDEFBCODE=E  Default to EAN13
               ;LBLDEFBCODE=V  Default to Vendor Item No

LBLDEFPORT=1   ;This allows the user to change the default printer port in the
               ;label print programs.  You will still be able to change the
               ;port in the program, this just sets the default.
               ;
               ;LBLDEFPORT=1  Default to LPT1
               ;LBLDEFPORT=2  Default to LPT2
               ;LBLDEFPORT=3  Default to LPT3

LBLDEFPRICE=B  ;This allows the user to change the default price type in the
               ;label print programs.  You will still be able to change the
               ;price type in the program, this just sets the default.
               ;
               ;LBLDEFPRICE=R  Default to Retail
               ;LBLDEFPRICE=C  Default to Compare At
               ;LBLDEFPRICE=B  Default to Both
               ;LBLDEFPRICE=N  Default to None

LBLDEFTYPE=S   ;This allows the user to change the default print type in the
               ;label print programs.  You will still be able to change the
               ;type in the program, this just sets the default.
               ;
               ;LBLDEFTYPE=B  Default to Butterfly
               ;LBLDEFTYPE=S  Default to Sticker
               ;LBLDEFTYPE=T  Default to Tag

LBLLEVEL=Y     ;This allows users to print the item level in the upper-right-hand
               ;corner of tags and stickers.
               ;
               ;LBLLEVEL=N   Do not print the item level
               ;LBLLEVEL=Y   Print the item level in the upper-right-hand corner

LBLOURPRICE=Our Price

               ;This allows users to change the printing of "Our Price" on labels
               ;to some other text.
               ;
               ;LBLOURPRICE=Our Price   Print "Our Price" on labels
               ;LBLOURPRICE=You Pay     Use "You Pay" instead of "Our Price"
               ;LBLOURPRICE=Retail      Use "Retail" instead of "Our Price"

LBLVENDOR=N    ;This allows the user to add the vendor number to sticker label types.
               ;
               ;LBLVENDOR=Y   Prints vendor number.
               ;LBLVENDOR=N   Does not print the vendor number.

MKDWNRPTS=N    ;This causes the EOD Autopilot to run three Markdown
               ;Reports (Multi-Pack Sales Markdown, Mix/Match Markdown and
               ;Ad/Markdown).
               ;
               ;MKDWNRPTS=Y   will run the three reports from the EOD Autopilot
               ;MKDWNRPTS=N   will NOT run three reports

MSAAUTO=Y      ;This allows you to tell the Multistore Allocation Program
               ;to automatically allocate the quantity passed from the PO
               ;Maintenance Program.  It also allows you to tell the Multistore
               ;Allocation Program if it should include or exclude Stores whose
               ;Store ID begins with '0' (ie: Warehouses).
               ;
               ;MSAAUTO=Y   will auto allocate the qty, but EXCLUDE any Store 0s
               ;MSAAUTO=N   will NOT auto allocate the quantity
               ;MSAAUTO=0   will auto allocate the qty AND INCLUDE any Store 0s

PLUMAXWARN=

               ;This allows users to setup a warning message that will appear
               ;before login on the password screen.  The first number after
               ;the '=' sign is the maximum records allowed (ex: 5000 for
               ;some cash registers).  The second number is when you want the
               ;warning to start popping up (ex: 4900).  The third number is
               ;the color that you want the warning to display in (found by
               ;running GMSP03E1 and testing colors in the bottom (ie: Inverse
               ;Background) field.  Make sure you restore the original color in
               ;GMSP03E1 before you exit from GMSP03E1).
               ;
```

```
                ;PLUMAXWARN=5000,4900,12 will warn at 4900 in red
                ;PLUMAXWARN=             will not warn at all (it is BLANK)

POMASK=N        ;This allows the users to mask the costs on the Purchase Order
                ;Screens if the POMASK is set to Y.  If POMASK is set to N then
                ;the costs WILL display on the Purchase Order Screens.
                ;
                ;POMASK=N  Show the costs on the Purchase Order Screens
                ;POMASK=Y  Do NOT show the costs on the Purchase Order Screens

PORCVR=L        ;This allows the user to choose either suggested retail or
                ;last cost to be printed on the PO Receiver printout.
                ;
                ;PORCVR=S will print suggested retail
                ;PORCVR=L will print last cost

POSSLRPTEOD=Y   ;This causes the EOD Autopilot to run the POS Sales Report.
                ;
                ;POSSLRPTEOD=Y will run the report from the EOD Autopilot
                ;POSSLRPTEOD=N will NOT run the report

POUNITEA=N      ;This causes the PO Maintenance/Receive Purchase Orders Screens
                ;to disallow units of cases (CS) and force units of eaches (EA).
                ;
                ;POUNITEA=Y  Only allow units of EA
                ;POUNITEA=N  Allow both CS and EA units

PRCEOD=N        ;This allows users to add/remove "Process Price Change Master File"
                ;in the EOD Autopilot defaults.
                ;
                ;PRCEOD=N  "Process Price Change Master File" is NOT a default
                ;PRCEOD=Y  "Process Price Change Master File" is a default

PRCSENTFLG=Y    ;This allows users with DEX Modules to prevent the Sent Flag in
                ;the Main Item File from being set by the Price Maintenance
                ;Module.  Normally you want this option to be 'Y', but when the
                ;DEX Module is installed a 'Y' will prevent the DEX Module from
                ;picking up an Item which has been placed on Promo by the Price
                ;Maintenance Module.
                ;
                ;PRCSENTFLG=Y  Set the Main Item File Sent Flag (normal)
                ;PRCSENTFLG=N  Don't set the Item File Sent Flag (for DEX)

PRICE2=N        ;This allows the users to substitute .PRICE2 from the Price/Cost
                ;File during Label Printing if PRICE2 is set to Y.  If PRICE2
                ;is set to N the Retail Price will print on the labels.
                ;
                ;PRICE2=N  Print the Retail Price on the Labels
                ;PRICE2=Y  Substitute Price/Cost File .PRICE2 for Retail Price

PRINTMNTFILE=N ;This option allows the user to print the daily maintenance
                ;to a file instead of the printer.  This option only works
                ;when running from an Autopilot.  Running the 'Print POS
                ;Maintenance File' program manually will still allow the normal
                ;Printer, Screen or File functionality.  The file is named
                ;POSXLIST.TXT and is located in the default subdirectory
                ;(Usually C:\Progra~1\TRACK)
                ;
                ;***** NOTE: This option overrides the PRNCODEx options.  If
                ;            this option is 'Y', PRNCODEx will be treated as
                ;            "N" no matter what PRNCODEx is set to.
                ;
                ;PRINTMNTFILE=N  Send daily maintenance to printer
                ;PRINTMNTFILE=Y  Send daily maintenance to file

PRINTSLSFILE=N ;This option allows the user to print the daily sales
                ;to a file instead of the printer.  This option only works
                ;when running from an Autopilot.  Running the 'Print POS
                ;Sales' program manually will still allow the normal
                ;Printer, Screen or File functionality.  The file is named
                ;POSLIST.TXT and is located in the default subdirectory
                ;(Usually C:\Progra~1\TRACK)
                ;
                ;***** NOTE: This option overrides the PRNCODEx options.  If
                ;            this option is 'Y', PRNCODEx will be treated as
                ;            "N" no matter what PRNCODEx is set to.
                ;
                ;PRINTSLSFILE=N  Send daily sales to printer
                ;PRINTSLSFILE=Y  Send daily sales to file

PRNCODED=N      ;This allows the user to specify that autopilot reports
                ;should bypass the Windows printer drivers and print directly
                ;to the printer.  This is normally "N".  It would only be "Y"
                ;if you are also using PRNCODEN, PRNCODEC and PRNCODES="N".
```

```
                ;
                ;***** NOTE: PRNCODES=Y will override PRNCODED.  If PRNCODES
                ;            is a "Y", PRNCODED will have no effect.
                ;
                ;***** NOTE: This option is overriden by the PRINTxxxFILE options.
                ;            If the PRINTxxxFILE options are 'Y', PRNCODED will be
                ;            treated as "N" no matter what PRNCODED is set to.
                ;
                ;PRNCODED=N  The default.  Use Windows Printer Dialog
                ;PRNCODED=Y  Bypass Windows and print directly to the printer

PRNCODES=Y      ;This allows the user to specify that autopilot reports
                ;should use the Windows drivers, but NOT popup a printer dialog.
                ;This is normally "Y".  It would be "N" if you WANT the Windows
                ;printer popup dialog.
                ;
                ;***** NOTE: PRNCODES=Y will override PRNCODED.  If PRNCODES
                ;            is a "Y", PRNCODED will have no effect.
                ;
                ;***** NOTE: This option is overriden by the PRINTxxxFILE options.
                ;            If the PRINTxxxFILE options are 'Y', PRNCODES will be
                ;            treated as "N" no matter what PRNCODES is set to.
                ;
                ;PRNCODES=N  The default.  Use Windows Printer Dialog
                ;PRNCODES=Y  Bypass the popup, but use Windows drivers
```

```
PRNCODEN=1 27 35 48 18

               ;This allows the user to send escape sequences to the printer
               ;when 'Direct' is selected as the print option.  Direct
               ;bypasses the Windows printer drivers and prints directly to
               ;the printer port.  PRNCODEN is used in reports that print in
               ;normal print.  If this option is selected, you will NOT
               ;get a Windows Print Dialog that will allow you to select
               ;a printer.  In addition, PRNFONT and PRNPITCHx will be
               ;IGNORED.  Note that the codes are in DECIMAL and NOT
               ;Hexadecimal.  PRNCODEx is primarily intended to support
               ;users that can not abandon their old DOS Dot Matrix printers
               ;and they don't have adequate Windows Drivers for their
               ;printer.  Most users with modern printers will prefer to use
               ;the Windows Print Dialog and all the features that it provides.
               ;With the proper selection of PRNCODEx codes, even users with
               ;modern printers will be able to take advantage of this option.
               ;Note that the FIRST number is the PRINTER PORT.  A "1"
               ;means LPT1, "2" means LPT2 and "3" means LPT3.  A printer test
               ;program (TESTPRNT) ships with Track: Flexible Inventory.  You
               ;can use this program to test your print codes.
               ;
               ;PRNCODEN=1              Print to LPT1 and don't send any extra codes
               ;PRNCODEN=2 18           Print to LPT2 normal print (most DOS printers)
               ;PRNCODEN=3 27 35 48 18  LPT3, HSD Mode + normal print for Okidata 320
               ;PRNCODEN=1 27 33 0      LPT1, normal print for Epson LQ-570
               ;
               ;If you know what print code you want to send, but only have the
               ;code in Hexadecimal, it is very easy to convert to Decimal:
               ;A=10, B=11, C=12, D=13, E=14 and F=15.  Take the first Hex digit
               ;and multiply by 16, add this to the second Hex digit.  This is
               ;your Decimal number.  Examples:
               ;1B = 1 times 16 plus 11 (B is 11) = 27
               ;48 = 4 times 16 plus 8 = 72
               ;CF = 12 (C is 12) times 16 plus 15 (F is 15) = 207

PRNCODEC=1 27 35 48 18 15

               ;This allows the user to send escape sequences to the printer
               ;when 'Direct' is selected as the print option.  PRNCODEC is
               ;used in reports that print in COMPRESSED print.  If this option
               ;is selected, you will NOT get a Windows Print Dialog that
               ;will allow you to select a printer.  In addition, PRNFONT
               ;and PRNPITCHx will be IGNORED.  Note that the codes are in
               ;DECIMAL and NOT Hexadecimal.
               ;
               ;PRNCODEC=1                LPT1 and don't send any extra codes
               ;PRNCODEC=2 18 15          LPT2 and compress print (most DOS printers)
               ;PRNCODEC=3 27 35 48 18 15 LPT3, HSD Mode + compress for Okidata 320
               ;PRNCODEC=1 27 33 4        LPT1 and compress print for Epson LQ-570

PRNFONT=Lucida Console

               ;This allows users to change the printer font.  The default
               ;is "Lucida Console".  If you test a font and it fails, set
               ;it back to "Lucida Console".
               ;
               ;PRNFONT=Lucida Console  The default font

PRNLINESC=100

               ;This allows users to set the number of lines to print on a
               ;compressed page.  The default is 100.
               ;
               ;PRNLINESC=100  The default number of compressed lines

PRNLINESN=65

               ;This allows users to set the number of lines to print on a
               ;normal page.  The default is 65.
               ;
               ;PRNLINESN=65  The default number of normal lines
```

```
PRNPITCHC=7

               ;This allows users to change the compressed print pitch.
               ;The default is 7.  The smaller the number, the smaller
               ;the print.
               ;
               ;PRNPITCHC=7  The default compressed print pitch

PRNPITCHN=11

               ;This allows users to change the normal print pitch.
               ;The default is 11.  The smaller the number, the smaller
               ;the print.
               ;
               ;PRNPITCHC=11  The default normal print pitch

RCVCOSTEXCPT=N

               ;This allows users to turn on the Cost Exception Receiving Report
               ;in the Post PO Received Selection Screen program.  The command
               ;format is RCVCOSTEXCPT=Y/E/N,P/S/F,filename (filename is only
               ;used with the F option and can be any valid filename).  The 'Y'
               ;option will print all items while the 'E' option will only print
               ;those items whose cost has changed from the Last Cost found in
               ;the Main Item File.
               ;
               ;RCVCOSTEXCPT=N            Don't print the report
               ;RCVCOSTEXCPT=Y,S          Print the report to the screen
               ;RCVCOSTEXCPT=Y,P          Print the report to the printer
               ;RCVCOSTEXCPT=Y,F,CER.TXT  Print the report to filename 'CER.TXT'
               ;RCVCOSTEXCPT=E,S          Print exceptions to the screen
               ;RCVCOSTEXCPT=E,P          Print exceptions to the printer
               ;RCVCOSTEXCPT=E,F,MYFILE   Print exceptions to file 'MYFILE'

RETLRECUPD=Y   ;This causes the Post Transactions program to update the Retail
               ;Price in the Main Item File when Type 'R' (Receiving)
               ;transactions are processed.
               ;
               ;RETLRECUPD=Y  Update Price in Main Item File
               ;RETLRECUPD=N  DO NOT update Price in Main Item File

RIPPLE=Y       ;This causes changes to Store 0 in a MultiStore System that are
               ;made to the Item File to be applied (rippled) to ALL the Stores.
               ;
               ;RIPPLE=Y will allow the ripple to occur
               ;RIPPLE=N will NOT allow the ripple to occur

RPLAISLE=Y     ;If rippling Store 0 changes, this will prevent the Aisle
               ;Location from being rippled if it is set to N.
               ;
               ;RPLAISLE=Y will allow the ripple to occur
               ;RPLAISLE=N will NOT allow the ripple to occur

RPLAVGCOST=N   ;If rippling Store 0 changes, this will prevent the Average Cost
               ;from being rippled if it is set to N.
               ;
               ;RPLAVGCOST=Y will allow the ripple to occur
               ;RPLAVGCOST=N will NOT allow the ripple to occur

RPLLCOST=Y     ;If rippling Store 0 changes, this will prevent the Last Cost
               ;from being rippled if it is set to N.
               ;
               ;RPLLCOST=Y will allow the ripple to occur
               ;RPLLCOST=N will NOT allow the ripple to occur

RPLMNLEVL=Y    ;If rippling Store 0 changes, this will prevent the Minimum
               ;Level from being rippled if it is set to N.
               ;
               ;RPLMNLEVL=Y will allow the ripple to occur
               ;RPLMNLEVL=N will NOT allow the ripple to occur

RPLMXLEVL=Y    ;If rippling Store 0 changes, this will prevent the Maximum
               ;Level from being rippled if it is set to N.
               ;
               ;RPLMXLEVL=Y will allow the ripple to occur
               ;RPLMXLEVL=N will NOT allow the ripple to occur
```

```
RPLNONSTOCK=Y  ;If rippling Store 0 changes, this will prevent the Non Stock
               ;Field from being rippled if it is set to N.
               ;
               ;RPLNONSTOCK=Y will allow the ripple to occur
               ;RPLNONSTOCK=N will NOT allow the ripple to occur

RPLPROMOS=Y    ;If rippling Store 0 changes, this will prevent the Promo,
               ;Promo On Date and Promo Off Date from being rippled if it is
               ;set to N.
               ;
               ;RPLPROMOS=Y will allow the ripple to occur
               ;RPLPROMOS=N will NOT allow the ripple to occur

RPLRETAIL=Y    ;If rippling Store 0 changes, this will prevent the Retail Price
               ;from being rippled if it is set to N.
               ;
               ;RPLRETAIL=Y will allow the ripple to occur
               ;RPLRETAIL=N will NOT allow the ripple to occur

S1RO=N         ;This allows users to make the Main Item File Screen into a
               ;"Read Only" screen.  It also hides the GM% and both costs.
               ;In addition, for Trimax users, it makes the Main Item File
               ;Screen Two "Read Only" as well.
               ;
               ;S1RO=N  Display costs, GM% and allow saving changes
               ;S1RO=y  Don't display costs or GM% and don't allow saving

SAVECLEAR=N    ;This flag allows users to control screen clearing when F9/Save
               ;is executed.  On the Main Item Screen, if you are manually
               ;entering new items where the items are in the same Dept, Class
               ;or maybe they even have the same Retail Price, or on the Enter
               ;Transaction Screen, you might be receiving items that have
               ;similar characteristics, not clearing the screen would be more
               ;efficient.  This option affects both the Main Item Screen and
               ;the Enter Transaction Screen.
               ;
               ;SAVECLEAR=N  Do not clear the screen on Add Mode F9/Save
               ;SAVECLEAR=Y  Clear the screen on Add Mode F9/Save

SAVMAINT=5     ;This allows the users to choose how many files to keep
               ;during COPYFILE.  The maximum is 999.
               ;
               ;SAVMAINT=3    Save three files
               ;SAVMAINT=27   Save 27 files
               ;SAVMAINT=999  Save 999 files (the maximum)

SAVSALES=5     ;This allows the users to choose how many files to keep
               ;during COPYFILE.  The maximum is 999.
               ;
               ;SAVSALES=3    Save three files
               ;SAVSALES=79   Save 79 files
               ;SAVSALES=999  Save 999 files (the maximum)

SCRN2USRFLAG=N ;This allows TRIMAX users to make the cursor go to the Usr Flag 1
               ;field on the Main Item Screen 2 first before any other fields.
               ;
               ;SCRN2USRFLAG=Y  Cursor goes to Usr Flag 1 first
               ;SCRN2USRFLAG=N  Cursor goes to Usr Flag 1 last

SLSDATEADJ=0   ;This allows users to adjust the date of Daily Sales Importing.
               ;Cash Registers are often polled AFTER midnight and the date
               ;is off by one day since the sales were really for yesterday,
               ;but have today's date.  The user actually has the ability to
               ;subtract anywhere from 0 to 9 days, but 0 and 1 will probably
               ;be the only two options required.
               ;
               ;SLSDATEADJ=0  Leave the date alone (for polling BEFORE midnight)
               ;SLSDATEADJ=1  Subtract one day (for polling AFTER midnight)
```

```
SYMEXPORTSPC=Y ;This allows users to direct the Symbol LDT Export program to
               ;zero fill the front of or space fill the rear of Item Numbers
               ;on export.
               ;
               ;Example for Item Number "123456":
               ;
               ;SYMEXPORTSPC=N  Zero fill the front: "00000123456"
               ;SYMEXPORTSPC=Y  Space fill the rear: "123456     "

TRANSCOSTLVL=N ;This allows users to select Last Cost and Average Cost
               ;to be updated by the same Item Number with a different
               ;Level.  Only Level 1 and Level 2 are supported.  An
               ;example would be where a beverage has an Item Number of
               ;1234000056, but is sold at two different prices depending
               ;on if it is COLD or WARM.  Item 1234000056 Level 1 could be
               ;the COLD item and sell for $1.59.  Item 1234000056 Level 2
               ;could be the WARM item and sell for $1.29.  Since these are
               ;defined in the Main Item File as two DIFFERENT items, when
               ;one item is received at a new Cost, the other item's Cost
               ;is NOT updated.  Since they are really the same item, this
               ;TRANSCOSTLVL Flag allows both item's Costs to be updated
               ;when either item is Received or Transferred In.
               ;
               ;TRANSCOSTLVL=N  Level 1 & 2 items are different items
               ;TRANSCOSTLVL=Y  Update BOTH Level 1 and Level 2 Costs from
               ;                EITHER item during Receiving or Transfers In

TRANSPURGE=400 ;This is the number of days to keep while purging in
               ;the CLOSE PERIOD Program.  A blank means DON'T purge
               ;at all!  The maximum number of days is 999.  You may
               ;use blank or any number from 1 to 999.
               ;
               ;TRANSPURGE=90 will purge records older then 90 days
               ;TRANSPURGE=45 will purge records older then 45 days
               ;TRANSPURGE=   means DON'T PURGE ANY and will eventually
               ;              create an error at about 16,000,000 records.

TRANSRPTEOD=N  ;This causes the EOD Autopilot to run the Transaction Report.
               ;
               ;TRANSRPTEOD=Y will run the report from the EOD Autopilot
               ;TRANSRPTEOD=N will NOT run the report

TRANSUNITEA=N  ;This causes the Enter Transaction Screen to disallow units of
               ;cases (CS) and force units of eaches (EA).
               ;
               ;TRANSUNITEA=Y  Only allow units of EA
               ;TRANSUNITEA=N  Allow both CS and EA units

TRANSCOSTMSK=N ;This causes the Enter Transaction Screen to hide the cost,
               ;total cost and GM% for all items.  Editing of cost or GM% will
               ;also be disallowed.
               ;
               ;TRANSCOSTMSK=Y  Don't allow display or editing of cost data
               ;TRANSCOSTMSK=N  Allow display and editing of cost data

TRIMAXDP=D     ;This allows TRIMAX users to tell the Convert POS Sales Program
               ;to use the PLU ASCII File Format or to use the Data Capture
               ;ASCII File Format.
               ;
               ;TRIMAXDP=D  Use the Data Capture Format
               ;TRIMAXDP=P  Use the PLU Format

YTDADJ=N       ;This allows users to make the Close Period Program (during
               ;Month End) add up the last 12 months of sales data from the
               ;Monthly Sales History File and place this sum into the YTD
               ;buckets in the Sales Activity File.  This means that the
               ;Activity File YTDs will no longer show year-to-date data, but
               ;will always be showing the last 12 months of sales data.
               ;
               ;YTDADJ=Y will cause sales history to sum into Activity File YTDs
               ;YTDADJ=N will have no effect on Activity File YTD data.
```

```
ZEROMNT=N       ;This activates STORE-ZERO-ONLY record keeping.
                ;Meaning that although multiple stores may be
                ;defined, only Store 0 will have any records
                ;in the main item file.  These records will
                ;be presumed to apply to ALL stores.
                ;
                ;ZEROMNT=Y means ONLY Store 0 has records
                ;ZEROMNT=N means ALL Stores have their own records
```

2. TrackFI PROCEDURES

Once your TrackFI system is installed and set up, most of the work you will do consists of procedures performed on a Daily, Weekly, Monthly, and Yearly basis. The following section tells you what those procedures are and how to apply them to better control your retail business.

Keep in mind that each business is unique, and thus may not use every step provided in these instructions. Your TrackFI installer/trainer can guide you in the application of these steps to your particular circumstances.

2.1 DAILY PROCEDURES

ITEM MAINTENANCE
You will make frequent changes to the TrackFI Item file to Add, Change or Delete Item information. Use the Item Maintenance Screen found in Inventory/Maintenance to make these changes as needed. As you make each change, the system will 'flag' the Item for transmission to the point-of-sale system. These changes can be sent to the point-of-sale system as often during the day as you wish .You should make a habit of sending them at least once at the end of each day to ensure that the PLU file in the point-of-sale system 'mirrors' the Item database in TrackFI.

Note: *If you see NOT FOUND Items on the POS Sales Report after the POS Sales Autopilot has been run, you will need to find those items in the Main Item File. Then edit the Description and Department fields and save the record. "NOT FOUND" occurs because items were in the point-of-sale system, but NOT in TrackFI. Instead of ignoring these items or generating an error, TrackFI will import those sales items and allow you to edit them to create them in TrackFI.*

INVENTORY TRANSACTION PROCESSING

Inventory Transactions

In order for TrackFI to provide up-to-date information on the status of your Inventory and Sales activity, transactions impacting inventory must be entered on a daily basis into the **Inventory Transaction Screen** on the Inventory Transaction Menu. Inventory Receipts should be entered from Vendor Invoices (either here or in the Purchase Order module). Adjustments must be keyed for breakage or other shrinkage. If you have multiple stores, Inter-Store Transfers of inventory must be recorded.

Transaction Report

Once transactions are entered, they should be printed to provide a permanent record of inventory activity. The **Transaction Report** should also be used to check the accuracy of data entered through the Inventory Transaction Screen. Any errors encountered can easily be corrected on this screen as well. Once corrections are made, a final copy of the report can be printed and filed for future reference.

Post Inventory Transactions

No transaction entered or printed in the previous two steps has any impact on the Activity file (for reports/inquiries) until it is posted. The posting program updates multiple files with the transaction information and then erases the transaction file in preparation for the next batch of entries.

HAND HELD TERMINAL (HHT) PROCESSING

If the HHT module is installed, Receiving, Counting and Shelf Price Verification processing may be done on a daily basis. Receiving and Physical Count entries are copied to the Inventory Transaction file after transmission from the HHT, and the procedures outlined in the previous paragraphs will apply to them as well. Shelf Price Verification procedures are provided in detail in the HHT section of the Reference.

PURCHASE ORDER & RECEIVING PROCESSING

Enter new Purchase Orders and make changes to existing POs using Enter/Edit Purchase Orders. Then Print copies for faxing/mailing to vendors. Post each order that has been sent to a Vendor. Once Posted, the order is ready for receiving.

Print a Receiver Document for use at the receiving area of your store or warehouse. Use this worksheet to check merchandise in and note any discrepancies between quantities ordered and received. Once complete, use the Receive Purchase Orders screen to note the exceptions between ordered and received quantities. If new Items must be added to the PO, you can do it at this time. When you are done Receiving the PO, use Update Received Purchase Orders to close out the order and update Inventory Activity and Purchase History.

PRICE MANAGEMENT PROCESSING

Using either Create Auto Price Change Batches or Manual Price Change Batches, create price change batches as required. Print the batches as a record of all items included in each batch. Run Export Price Change Batches to activate all batches for the next Date On, and to de-activate all batches with the current Date Off. Finally, run Transmit Price Change Batches to send the new prices to the point-of-sale system.

POINT OF SALE PROCESSING

POS Sales Processing

When the store is closed, run your nightly point-of-sale closing procedures. The reports typically run will include the Terminal, Cashier, Clerk, Department and Hourly Sales reports. **Do not run a PLU Report in Z mode (Zero mode) at the point-of-sale Terminal. If you do, you will erase the information required by TrackFI to update your Inventory counts with Sales data.** Once these procedures have been run, you are ready to run the POS Sales Autopilot. To begin, select Point of Sale from the Applications Menu. Select Sales from the Point of Sale Menu. Select Autopilot from the POS Sales Menu. Follow the instructions provided in the Reference section of this manual.

POS Maintenance Processing

Once sales have been processed, any Item Maintenance not already transmitted to the point-of-sale system should be transmitted now. To begin, select Point of Sale from the Applications Menu. Select Maintenance from the Point of Sale Menu. Select Autopilot from the POS Maintenance Menu. Follow the instructions provided in the Reference section of this manual.

2.2 WEEKLY PROCEDURES

TRANSACTION PROCESSING

Enter all transactions for the week. Print the Transaction Report to verify the accuracy of the data, and Post Transactions to update the Activity file.

PURCHASE ORDER & RECEIVING PROCESSING

If you are using POs, be sure to process all receipts of inventory for the week in Receive Purchase Orders. Update Received Purchase Orders to close out received POs and update Inventory Activity.

PRICE MANAGEMENT PROCESSING

Run the Daily Procedures as needed to activate Weekly sales.

INVENTORY REPORTS

The Inventory Activity file stores activity data by Store/Item for three time periods: Period to Date (PTD), Month to Date (MTD), Year to Date (YTD). The **Period to Date** totals are typically used for reporting on Weekly activity. There are several reports that provide Weekly information:

Sales Analysis Report, Item Movement Report, Top Sellers Report and the Activity Report

These reports should be run **after all transactions for the week have been posted** through Transaction Post on the Inventory Transaction Menu.

CLOSE PERIOD

The Period to Date totals continue to accumulate until the Close Period Program has been run. When run, it will reset all PTD totals to zero in preparation for the start of a new Period. **Make sure that you have run all of the reports that you need prior to starting this program!**

To begin the Close, select Inventory from the Applications Menu. Select Reports from the Inventory Menu. Select Close Period Program from the Inventory Reports Menu. Select 'P' for Period to Date. Leave the 'New current period description' blank. Use F8 to begin the Close.

2.3 MONTHLY PROCEDURES

TRANSACTION PROCESSING

Enter all transactions for month-end. Print the Transaction Report to verify the accuracy of the data, and Post Transactions to update the Activity file.

PURCHASE ORDER & RECEIVING PROCESSING

If you are using POs, be sure to process all receipts of inventory for the month in Receive Purchase Orders. Update Received Purchase Orders to close out received POs and update Inventory Activity. Run the Purchases History Report for a detailed record of the month's inventory receipts, and use it to assist in reconciling Accounts Payable.

INVENTORY REPORTS

The Inventory Activity file stores activity data by Store/Item for three time periods: Period to Date (PTD), Month to Date (MTD), Year to Date (YTD). The **Month to Date** totals are used for reporting on Monthly activity. There are several reports that provide Monthly information:

Sales Analysis Report, Item Movement Report, Top Sellers Report, Activity Report, Valuation Report and the Sales History Report.

These reports should be run **after all transactions for the month have been posted** through Transaction Post on the Inventory Transaction Menu.

CLOSE PERIOD

The Month to Date totals continue to accumulate until the Close Period Program has been run. When run, it will reset all MTD totals to zero in preparation for the start of a new Month. **Make sure that you have run all of the reports that you need prior to starting this program!**

To begin the Close, select Inventory from the Applications Menu. Select Reports from the Inventory Menu. Select Close Period Program from the Inventory Reports Menu. Select 'M' for Month to Date. Enter the description of the next Month (e.g. "JAN 2012") at the **New current period description** prompt. Use F8 to begin the Close.

PHYSICAL INVENTORY

Refer to the Setup portion of the manual for instructions on Physical Inventory Procedures.

2.4 YEARLY PROCEDURES

TRANSACTION PROCESSING

Enter all transactions for year-end. Print the Transaction Report to verify the accuracy of the data, and Post Transactions to update the Activity file.

PURCHASE ORDER & RECEIVING PROCESSING

If you are using POs, be sure to process all receipts of inventory for the year in Receive Purchase Orders. Update Received Purchase Orders to close out received POs and update Inventory Activity. Run the Purchases History Report for a detailed record of the year's inventory receipts, and use it to assist in reconciling Accounts Payable.

INVENTORY REPORTS

The Inventory Activity file stores activity data by Store/Item for three time periods: Period to Date (PTD), Month to Date (MTD), Year to Date (YTD). The **Year to Date** totals are used for reporting on Yearly activity. There are several reports that provide Yearly information:

Sales Analysis Report, Item Movement Report, Top Sellers Report, Activity Report and the Valuation Report.

These reports should be run **after all transactions for the year have been posted** through Transaction Post on the Inventory Transaction Menu.

Note: *The Yearly Close Period does NOT close the Month! You must run a normal month-end close prior to closing the Year to advance the month properly and to provide normal monthly reports.*

CLOSE PERIOD

The Year to Date totals continue to accumulate until the Close Period Program has been run. When run, it will reset all YTD totals to zero in preparation for the start of a new Year. **Make sure that you have run all of the reports that you need prior to starting this program!**

To begin the Close, select Inventory from the Applications Menu. Select Reports from the Inventory Menu. Select Close Period Program from the Inventory Reports Menu. Select 'Y' for Year to Date. Leave the 'New current period description' blank. Use F8 to begin the Close.

2.5 DAILY PROCEDURES CHECKLIST

Item Maintenance:

____ 1. Add, Change or Delete Items and Prices in the Item Maintenance Screen.
____ 2. Make sure to SAVE each entry using F9.

Process Inventory Transactions:

____ 1. Enter/Edit all Inventory Transactions through the Inventory Transaction Screen.
____ 2. Print the Transaction Report and verify the accuracy of all entries.
____ 3. Re-enter or correct Transactions through the Inventory Transaction Screen if necessary.
____ 4. Post Inventory Transactions.

Process Hand Held Terminal Transactions:

____ 1. Collect transactions using the HHT.
____ 2. Set up the PC to receive the HHT transactions from the appropriate Hand Held Terminal Menu selection.
____ 3. Transmit transactions to the PC from the HHT.
____ 4. Print a Transaction Report from the Inventory Transaction Menu.
____ 5. Post Inventory Transactions.

Process Purchase Orders:

____ 1. Enter New POs and change existing POs
____ 2. Print and Post Purchase Orders that are ready for transmission to Vendors
____ 3. Print a Receiver Document for newly Posted POs
____ 4. Enter received merchandise by exception in Receive Purchase Orders
____ 5. Update Received Purchase Orders

Price Management Processing:

____ 1. Create price change batches either automatically or manually
____ 2. Print paper copies of price change batches for future reference
____ 3. Export price change batches to activate new prices by date
____ 4. Transmit the price change batches to the point-of-sale terminal(s)

Process POS Sales:

____ 1. Run nightly closing procedures on the point-of-sale system.
____ 2. Make sure that you do not Z the PLU Range Report.
____ 3. Run the POS Sales Autopilot.
    ____ a. Import POS Sales
    ____ b. Convert POS Sales
    ____ c. Print POS Sales
    ____ d. Update POS Sales

Process POS Maintenance:

____ 1. Complete Item Maintenance in the Item Maintenance Screen.
____ 2. Run the POS Maintenance Autopilot.
    ____ a. Create POS Maintenance File
    ____ b. Print POS Maintenance File
    ____ c. Delete/Edit POS Maintenance File
    ____ d. Export POS Maintenance File
    ____ e. Transmit POS Maintenance File

2.6 WEEKLY PROCEDURES CHECKLIST

Process Transactions for the Week

____ 1. Process POS Sales
____ 2. Process Inventory Transactions
- ____ a. Enter/Edit Inventory Transactions
- ____ c. Print Transaction Report
- ____ d. Post Transactions

____ **Process Purchase Orders**

Run the Inventory Reports you use on a Weekly basis

____ 1. Sales Analysis Report
____ 2. Item Movement Report
____ 3. Top Sellers Report
____ 4. Activity Report

____ **Run the Period End Close Program**

2.7 MONTHLY PROCEDURES CHECKLIST

Process Transactions for the Month

____ 1. Process POS Sales
____ 2. Process Inventory Transactions
- ____ a. Enter/Edit Inventory Transactions
- ____ c. Print Transaction Report
- ____ d. Post Transactions

Process Purchase Orders

____ 1. Enter all inventory receipts for the month through Receive Purchase Orders
____ 2. Run Update Received Purchase Orders to update inventory quantities
____ 3. Print Purchases History Report

Run the Inventory Reports you use on a Monthly basis

____ 1. Sales Analysis Report
____ 2. Item Movement Report
____ 3. Top Sellers Report
____ 4. Activity Report
____ 5. Valuation Report
____ 6. Sales History Report

Run the Period End Close Program

____ 1. Enter the name of the next month as the New Current Period Descriptor
____ 2. Close the period

2.8 YEARLY PROCEDURES CHECKLIST

Process Transactions for the Year

____ 1. Process POS Sales
____ 2. Process Inventory Transactions
- ____ a. Enter/Edit Inventory Transactions
- ____ c. Print Transaction Report
- ____ d. Post Transactions

Process Purchase Orders

____ 1. Enter all inventory receipts for the year through Receive Purchase Orders
____ 2. Run Update Received Purchase Orders to update inventory quantities
____ 3. Print Purchases History Report

Run the Inventory Reports you use on a Yearly basis

____ 1. Sales Analysis Report
____ 2. Item Movement Report
____ 3. Top Sellers Report
____ 4. Activity Report
____ 5. Valuation Report

____ **Run the Period End Close Program**

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3. DATA ENTRY CONVENTIONS

Every tool or craft has fundamentals that need to be mastered in order to use/practice it effectively. TrackFI is no exception. In order to maximize your ability to use TrackFI to improve the operation of your retail business, you must first learn the conventions used by the program to interact with you through the screen and keyboard. By acquainting yourself with these at the beginning of your training process, you will find your ability to enter and access the data in the system greatly enhanced.

3.1 MENU CONVENTIONS

All system menus have identical formats. At the top of the menu is the Menu Name (eg. Inventory Menu). This is a name that generally describes the group of programs or sub-menus that fall below. Next are the Menu Selections themselves, such as Maintenance, Transactions, On-Screen Inquiry, etc. A Menu Selection may consist of either an application program that will display a screen, or another layer of Menu Selections (sub-menu).

Menu Selections are accessed in one of two ways. The first is to use the UpArrow and DownArrow Keys to move the light bar to the selection that you want to use. Then press the “Enter” key, and the program or sub-menu will display. This is commonly called the "Point and Shoot" method of menu navigation.

The second method provided is to use your mouse to simply click on the Menu Option desired.

3.2 SCREEN CONVENTIONS

TrackFI screens have been carefully designed to maintain consistency in the grouping and presentation of input fields and in the use of special characters and shading to indicate what you are allowed to do in any data entry field. Descriptions follow:

[…] Any field that has a very small button with three dots in it ([…]) is, at the very least, a "Triple Dot Pop Up" field. This means that clicking on the small […] button will pop up another screen. Usually to allow you to find items. Most Triple Dot Pop Up fields also allow full finding using the buttons at the bottom of the screen or by using the function keys.

Note: *Most of the Pop Up screens themselves also have Pop Up buttons. For example: If you are on the Main Item Screen and you click the Triple Dot Pop Up in the Vendor Field you will find yourself in the Vendor ID Pop Up program. Here you can find a desired Vendor, but if the Vendor does NOT exist, you can use the Pop Up button on the Vendor ID Pop Up Screen to go directly to the Vendor Maintenance Screen, add the new Vendor and use Esc to return to the Vendor ID Pop Up Screen. From there you can select the new Vendor and return to the Main Item Screen. This feature is used extensively in TrackFI to save the user a lot of time by removing the need to navigate the menu system to reach a maintenance screen.*

EDIT/ADD: In the lower right hand corner of every maintenance screen is a box that displays the data entry mode that you are in: EDIT or ADD. **EDIT** is the default setting and enables you to access and change existing records in the file. **ADD** permits you to add new records to the file. You toggle between modes by using the F5 function key or the F5 button. This feature permits you to do all of your data entry functions on one screen.

[SHADED] A field or button that is shaded a very light gray color indicates that the field or button is not available in the current usage.

<_____> **I**f a field allows finding using function keys or buttons at the bottom of the screen, but it is not a Triple Dot Pop Up field, it will be surrounded by "<" and ">".

3.3 KEY CONVENTIONS

Following are descriptions of the functions of each key used in data entry in the TrackFI system. Following that is a summary list of keys and functions that can be copied and posted at each Track workstation as an on-going reference and reminder. Note that most of these keys are almost always duplicated by buttons at the bottom of each screen. You can click the buttons with your mouse or press the keys on your keyboard.

F1 - Help

Displays help screens. This can be used on any screen or field to provide instructions useful for that situation.

Tab or Enter – GoForward

Moves the cursor forward or down the screen one field at a time.

ShiftTab - Goback

Moves the cursor back up the screen one field at a time in the order in which the “Enter” key moved down the screen.

F4 - Find

Find a record. Used in any field that has a Triple Dot Pop Up button […] to find the first record matching the data entered in the field. If the field is blank, it will find the first record in the index for this field. For example, using F4 in the Description field on the Item Maintenance screen will find the first Item with a description beginning with 'A'. If there are no A's, it will search for B's, etc. until a record is found. If you enter data into the field and use F4, it will display the first record that matches your entry (or a close match if an identical one is impossible).

ShiftF4 - Pop Up

This key sequence is allowed in any Triple Dot Pop Up field. Pop Ups permit you to select the record you want from a list. Enter as much as you know about the record and the ShiftF4 will limit its search to records that match your entry. If the record that you need is not found in the Triple Dot Pop Up Screen because it has not been defined in the system yet, use ShiftF4 a second time to add the record "on the fly" (see discussion on Triple Dot Pop Ups above for more details).

F5 - Edit/Add/Clear

Edit existing records/Add new records/Clear the screen. Use this key or button to toggle between EDIT and ADD modes on Maintenance screens. Use it to clear the screen on all screens. To clear the screen and remain in the same Data Entry Mode, use F5 twice in succession.

ShiftF7 - Delete

Delete a record. Find the record you want to delete in EDIT mode, then use SF7. You will be prompted "Do you wish to delete this Item?" (or Department, Class, etc.) At this point you have the option of confirming or cancelling the delete.

F7 - Scrn1

Switch to Screen One, or the previous screen, in a multi-screen data entry module (like Enter/Edit Purchase Orders).

F8 - Scrn2

Switch to Screen Two, or the next screen, in a multi-screen data entry module.

F9 - Save

Save data. This key can be used at any time while on the screen in EDIT mode and it will save the data displayed on the screen to the data file. It can be used at any time in ADD mode, but the data entry rules in the program may force you to enter other required data fields prior to saving the record to the file.

PgDn - Next

Find next Item. Used in most fields with a Triple Dot Pop Up button […] to find the first record **beyond** the data entered. It will then browse sequentially through the file in **ascending** order for all records until it finds no more records.

PgUp - Prev

Find previous Item. Used in most fields with a Triple Dot Pop Up button […] to find the first record **before** the data entered. It will then browse sequentially through the file in **descending** order for all records until it finds no more records.

UpArrow

Move back one field, in order, for the left-most fields in each row on the screen only.

DownArrow

Move forward one field, in order, for the left-most fields in each row on the screen only.

Del - Delete

Delete character under cursor.

BackSpace

Delete character to the left of the cursor.

Esc - Escape

Exit program. Does not save any changed data on the screen.

3.4 FUNCTION KEY REFERENCE

Function Key	**Description of Function**
F1 - Help	Displays help screens
Tab / Enter - Forward	Moves cursor forward one field
ShiftTab - Back	Moves cursor back one field
ShiftF4 - Pop Up	Pop Up find window in […] fields
ShiftF7 - Delete	Delete an Item
F4 - Find	Find an Item
F5 - Edit/Add/Clear	Edit existing records/Add new records/Clear the screen
F7 - Scrn1	Switch to Screen One
F8 - Scrn2	Switch to Screen Two
F9 - Save	Save data
PgDn - Next	Find next Item
PgUp - Prev	Find previous Item
UpArrow	Move back one field
DownArrow	Move forward one field
Del - Delete	Delete character under cursor
BackSpace	Delete character to the left of the cursor
Esc - Escape	Exit program

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TrackFI

REFERENCE

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1. INVENTORY CONTROL MENU

1.1 ITEM MAINTENANCE

Item Maintenance is where Item records may be added, changed or deleted. Screen 1 contains information related to identifying, classifying and pricing each item. Screen 2 contains status information for the point-of-sale terminal being used with the system. The Screen 2 status data will be built automatically using the defaults from the Department file, so there is no need to change to Screen 2 unless those defaults need to be changed.

SCREEN 1

STORE ID (REQUIRED)

Enter or Find the Store ID that you want to work with.

STORE NAME

Displays the name of the selected Store ID.

ITEM # (REQUIRED)

Enter the number or number/letter combination used to identify this item. UPC-A codes should be entered without leading zeroes or trailing check digit. 6-digit UPC-E codes should be preceded by an asterisk (*), and the code will be expanded to 10 digits automatically. Leading 3's and 7's for HBA and other items must be entered, creating an 11 digit UPC.

LEVEL (REQUIRED)

The Level (or Modified Level) field is used to track items that are sold in different packages, but have the same UPC code. A good example is singles, six-packs, 12-packs of soft drinks in ring-top cans. Levels of 1-8 are currently supported. Items without modified levels are automatically assigned a Level of 0. In modified level situations, the base item (or single) is assigned a level of 1, six-pack level 2, 12-pack level 3, etc.

VENDOR ITEM # (OPTIONAL)

The number that the vendor or distributor assigns to this Item. If you order the Item from more than one vendor, then use the number for your primary vendor. This will not prevent you from ordering from the other vendors later.

DESC (REQUIRED)

The Description field contains the name assigned to this Item. You should assign the name used most often by those who will be using TrackFI, since they will be able to FIND the Item using this name.

CODE (OPTIONAL)

The Code field is used to further describe or classify this Item. You may use it for Size, Color, Style, or other information that will be helpful in selecting it for printing on management reports. You may enter as many different codes for this Item as will fit in the field; just be sure to leave a space between them.

PLU DESC (REQUIRED)

The PLU Description field is the description that will print on the point-of-sale tape as the item is sold. The length of this field is determined by the type of point-of-sale system that you are using. The program will copy as much of the DESC field as will fit, and then permit the field to be edited as desired.

DEPARTMENT (REQUIRED)

The Department field contains the Department code assigned to this Item. The code must have been entered in the Department Maintenance file in order to be assigned. This **must** be the same Department code that you want to associate with this item in the point-of-sale system. Most of the Reports provide the option to select, sort and subtotal by Department, so care should be given to assign codes that will provide meaningful merchandise groups to analyze and manage.

CLASS (REQUIRED)

You must define at least one class. The Class field contains the Class code assigned to this Item. The code must have been entered in the Class Maintenance file in order to be assigned. This code provides smaller groups of merchandise within each Department for reporting and analysis. For instance, within the Grocery department you might assign Class codes for Canned Vegetables, Dry Cereal, Baby Food, etc. Another important use of the Class code is to group items together whose prices change together, such as Six Packs of soft drinks. The Price Management module will permit you to change prices automatically for entire Classes of merchandise, saving an enormous amount of time.

VENDOR ID (REQUIRED)

You must define at least one Vendor ID. The Vendor ID field is used to identify the Primary Vendor that this Item is purchased from. The code must have been entered in the Vendor Maintenance file in order to be assigned. Entry of this code will not prevent the Item from being ordered from other Vendors.

MANUFG ID (REQUIRED)

You must define at least one Manufacturer. The Manufacturer ID field is used to identify the company that produces or manufactures this Item. The code must have been entered in the Manufacturer Maintenance file in order to be assigned. This code can be used in conjunction with the Class code in doing mass price changes that are initiated by Manufacturers.

CASE QUANTITY (OPTIONAL)

The Case Quantity field is used to define the number of items included in a Case (the purchasing unit of measure). When a Case is received in the Inventory Transaction module, this number of items will be added to Quantity on Hand.

1.2 MULTIPLE QUANTITY CONVERSION

Multi-packs of merchandise present special problems in inventory control. With soft drinks, for example, the same item may be sold in singles, 6-packs, 12-packs and cases. It is nearly impossible to track Qty on Hand for each of these categories, because during the business day, 6-packs will be broken into singles, 12-packs broken into 6-packs, and cases broken into any one of the other three packs. TrackFI solves this problem by offering the option to track Qty on Hand only at the Each, or Single level (the lowest common denominator). This item is called the **Base Item**. The other packs in the family (known as "Multi's") are linked to the Base Item by filling out this section of the Item Maintenance screen.

When a Multi is sold, received, counted, etc., TrackFI will increment Qty on Hand **for the Base Item** by the number entered in the Multi Conversion Qty field. Qty on Hand for each Multi will always be zero. TrackFI will track Qty Sold, Qty Received and the other activity measurements for Multi's in the same way that it does any other item.

BASE ITEM (OPTIONAL)

For Multi Items, this field will contain the Item # of the Single or Each in that family. If you are defining the Single item itself, this field will be blank. For non-multi items, this field will be blank.

LEVEL (REQUIRED WITH BASE ITEM)

The Level of the Base Item, either a zero or a 1, is entered in this field.

MULTI CONVERSION QTY (REQUIRED WITH BASE ITEM)

The number entered in the Multi Conversion Qty field should represent how many of the Base Items are in this Multi.

RETAIL PRICE (REQUIRED)

The retail price is the item's normal selling price. This is the price that will be sent to the point-of-sale system for Price Look Up. A Gross Margin % is automatically calculated based on the Average Cost of the item. The formula for calculating Gross Margin is:

(Retail Price - Average Cost) ÷ Retail Price

PROMO PRICE (OPTIONAL)

The Promo Price is a special price used for a limited time, such as a sale. The price may be set up far in advance of the sale and it will be sent to the point-of-sale system automatically on the correct date. When the sale is finished, the amount in the Retail Price field will be sent back to the point-of-sale system.

PROMO START DATE (REQUIRED WITH PROMO PRICE)

The date that the item will go on sale. The date can be entered at any time, and the item will go on sale at the proper time automatically. TrackFI will activate the Promo Price on the **day prior to this date**, to allow you to have the correct price ringing at the point-of-sale system first thing on the sale date. This assumes that maintenance is run at night on the day prior to the sale date and after the store has closed. You are also able to run maintenance in the morning of the sale before the store opens and the items will be sent to the point-of-sale system correctly.

PROMO END DATE (OPTIONAL)

The date that the item will come off sale. This should be set to the date that corresponds to **the last day you want the item to ring at the sale price**. At the end of this day, the price will return to normal Retail. For a permanent price change, this field should be left blank.

LAST COST (OPTIONAL)

The cost of the item as of the last receipt into inventory. This field is updated automatically as receipts are entered and posted in the Inventory Transactions module. Other than when creating items, this field usually will not be edited.

AVERAGE COST (OPTIONAL)

The weighted average unit cost of the items currently in stock. This field is updated automatically as receipts are entered and posted in the Inventory Transactions module. This is the cost amount used to calculate Cost of Goods Sold, and thus Gross Profit for each item in inventory. This field may not be edited after the initial creation of the item record.

MINIMUM STOCK LEVEL (OPTIONAL)

The quantity in the Minimum Stock Level field represents the level that Quantity on Hand should not fall below. When inventory quantities fall below this level, the Reorder Report will recommend that the item be ordered.

MAXIMUM STOCK LEVEL (OPTIONAL)

The quantity in the Maximum Stock Level field represents the level that Quantity on Hand should not go above. This may also be used as the "Build-To" level for restocking shelves. The Reorder Report will suggest an order amount sufficient to bring current QOH to this level.

AISLE LOCATION (OPTIONAL)

The aisle in the store where the item is located.

NON STOCK ITEM (Y/N) (OPTIONAL)

If set to 'Y', this item will not be tracked for Qty on Hand; however, Qty Sold will update normally. Services and consignment goods might use this feature.

MAINTENANCE TYPE

This is the flag that determines if this item will be picked up by the next POS Maintenance Autopilot and sent to the point-of-sale system. A “0” indicates that the item will not be sent. A “2” indicates that the item will be sent as an ADD. A “3” indicates that the item will be sent as a DELETE. A “4” indicates that the item will be sent as a REPLACE. A “9” indicates that the item is on promotion. You are able to edit this field to send an item to the point-of-sale system for any of the above reasons. **The only codes that should be entered manually are “2” or “4”.** You should not overwrite a system-generated code (2,3,4,9) as there are many rules regarding these that could be violated by changing them. It is perfectly acceptable; however, to replace a “0” with either a “2” or “4” in order to send it to the point-of-sale system.

SCREEN 2

POS STATUS INFORMATION

The fields displayed on Screen 2 will vary based on the POS Type that is configured in the Store Maintenance screen. The defaults defined on Screen 2 of the Department record will display here, and will be used if you do not change them. Each model of point-of-sale system will have its unique status information, which will be duplicated on this screen as closely as possible.

1.3 STORE MAINTENANCE

The Store Maintenance screen is used to add, edit or delete information about each store that you want to manage using TrackFI. At least one store must be defined here before building any of the other system

files. If you have the Multi-Store Module, you can enter as many stores as you wish. Store 0 (zero) has unique characteristics. This is a 'master' location that will replicate changes made to its items throughout the rest of the Store/Items defined in the system. This location does not process maintenance or sales for point-of-sale purposes, and so can be used as a warehouse as well.

Note: *Any location beginning with the number 0 (zero) will be treated as a warehouse or master location, and cannot be used for sending data to a point-of-sale system! Do not define your location 1 as 01, etc.*

STORE ID

The number or word used to identify the store. If this is a single-store configuration, we recommend using the number "1" as the ID. In a multi-store configuration, use the store number assigned in your existing accounting system.

STORE NAME

The name used to identify this store. This name will appear on all reports that are run for this store.

DISTRICT

The name of the District, Zone or Region that this store is assigned to. Used for memo only at this time.

ADDRESS

The street address for the Store. You should repeat the full name of the store on line 1, and use lines 2 & 3 for street and P.O. Box information. These address lines may be used in conjunction with the Report Writer to print mailing labels for the stores.

CITY, STATE, ZIP

Enter the city, state, and Zip Code for the Store.

PHONE

The phone number for the store.

MODEM

The phone number for the line that the modem is using. This can be referred to in the event that remote support is required.

CURRENT INV. PERIOD

The current General Ledger period. Not used by the system at this time.

LAST ITEM # USED

If you are using the system to generate item numbers instead of assigning your own in the Item Maintenance section, the last item number that was assigned is displayed here. As each items is added to Inventory, this number will increment by 1. You may set the number that you want the system to begin with at installation time.

LAST P.O. # USED

If you are using the system to generate Purchase Order numbers instead of assigning your own in the Purchase Order Maintenance section, the last P.O. number that was assigned is displayed here. As each items are added to Inventory, this number will increment by 1. You may set the number that you want the system to begin with at installation time.

G\L ACCOUNTS

Not Active. Used with the Accounting Interface module to define General Ledger accounts that should be updated automatically by TrackFI.

CASH ACCT NO.

Not Active. Enter the Cash Account Number from the G\L that is used to record cash transactions.

AP ACCT NO.

Not Active. Enter the Accounts Payable-Trade Account from the G\L that is used to record accounts payable transactions.

INTERSTORE XFER ACCT NO.

Not Active. Enter the Inventory Transfer Account that is used as the offset in an inter-store inventory transfer transaction. This field is activated only if the Multi-Store module is installed.

ELIMINATION ACCT NO.

Not Active. This account is used to hold any entries to the General Ledger that are out of balance for some reason. Normally, this is a Temporary Suspense Account.

POS TYPE

Enter the model number of the point-of-sale terminal that you are using. You can select these by using ShiftF4 (or Triple-Dot-PopUp) to Pop Up a list and choose the terminal that you want to interface to.

POS STORE NUMBER

The number assigned to this store in your point-of-sale system Communications software. This is the number that will be assigned to PLU Maintenance files before transmission to the stores, and will be used in processing PLU sales files that have been received from the stores. Do not enter any zeros preceding the store number - the system will fill them in automatically when importing or exporting data.

1.4 DEPARTMENT MAINTENANCE

The Department Maintenance screen is used to add, edit or delete records for each department within a store. These should be assigned with care, as most of the reports within TrackFI are sorted and grouped by department. Department codes are usually fairly broad classifications of merchandise, and are related to the financial totals posted to your daily sales report or monthly spreadsheet. You can define finer categories of merchandise elsewhere, in the Class Maintenance screen.

The Department codes here must match exactly the department codes defined in the point-of-sale system. The department codes in the point-of-sale system must still be defined in the normal manner (on the point-of-sale system itself). TrackFI does not send these codes to the point-of-sale system automatically.

SCREEN 1

STORE ID

Enter a store number, or press “Enter” to bring up the first store on file. The Store record must have been entered previously in the Store Maintenance file in order to be accessed.

STORE NAME

Displayed automatically when the Store ID is selected.

DEPT

The number that you want to assign to this department. This is the department number that will be assigned to each Item related to this department in the point-of-sale system.

DESC

The Description for this Department. This description will print at the head of each group of merchandise on the Inventory Reports.

G\L DATA

Not Active. Used with the Accounting Interface module to define General Ledger accounts that should be updated automatically by TrackFI.

INV ACCT NO.

Not Active. The Inventory Account from the G\L that is used to record this department's inventory transactions.

SALES ACCT NO.

Not Active. The Sales Account from the G\L that is used to record this department's sales transactions.

COGS ACCT NO.

Not Active. The Cost of Goods Sold Account from the G\L that is used to record this department's COGS transactions.

SHRINKAGE ACCT NO.

Not Active. The Shrinkage Account from the G\L that is used to record this department's shrinkage transactions.

GROSS MARGIN PERCENT

The Gross Margin percentage expected for this department. A memo field only.

SCREEN 2

POS STATUS INFORMATION

The fields displayed on Screen 2 will vary based on the point-of-sale Type that is configured in the Store Maintenance screen. Each model of point-of-sale system will have its unique status information, which will be duplicated on this screen as closely as possible.

The point-of-sale system requires that this status data be set up for each Item in the PLU file. The reason for defining the information here is to save you time in adding new Items in Item Maintenance. Set up the status configuration used by the majority of the items in each department here, and TrackFI will build the status data for each Item record automatically during Item Maintenance. You only need to change to Screen 2 in Item Maintenance if that particular Item does not use the default status defined here.

1.5 CLASSES

The Class Maintenance screen is used to identify all classes of merchandise within a store. These are typically finer categories than departments, and are sorted within departments in the Inventory Reports portion of the system. Just as important, the Price Management module of the system allows you to run promos and/or change prices on entire Classes of merchandise automatically. Thus, you should group those items into classes that move together from a price standpoint.

Unlike departments, which are defined by store location, Classes are defined globally for access by all stores defined in the system.

CLASS

The code used to identify the class. This can be alphabetic or numeric for a maximum of four characters. Example: Soft Drinks, 12 OZ could be classified as SD12.

DESCRIPTION

The description of the class. This will print out on inventory reports where the option to sort or print by class is selected.

1.6 VENDORS

The Vendor Maintenance Screen is used to identify those vendors that you purchase inventory from. Many of the inventory reports provide the option of selecting items from a particular vendor for analysis. If the Purchase Order module is installed, all of the relevant information from this screen needed to create a purchase order is automatically provided, eliminating the need to retype it. As with Classes, the Vendor file is shared by all stores.

VENDOR ID

The code used to identify the vendor. This may be alphabetic or numeric for a maximum of ten characters. If you are interfaced to an Accounts Payable system, this code must match the vendor code used by your the A/P system.

NAME

The name of the vendor.

ADDRESS, CITY, STATE, ZIP

The address of the vendor.

PHONE #1

The first phone number of the vendor.

PHONE #2

The second phone number of the vendor.

FAX

The fax number of the vendor.

CUST. ACT. #

The account number this Vendor references for you as a customer.

CONTACT

The name of the vendors' sales representative that is responsible for your account.

PAYMENT TERMS

The payment terms that your company has with this vendor. An example might be 2%10 NET30.

FREIGHT TERMS

The freight terms that your company has with this vendor. An example might be COD, Prepay, etc.

SHIPPER

The shipper ordinarily used for this vendor. An example might be UPS.

F.O.B.

The F.O.B. point for this vendor.

PRIMARY & SECONDARY DISTRIB. GL CODE, DESC.

The Inventory or Purchases G/L account usually used to record purchases received from this vendor. Not in use at this time.

1.7 MANUFACTURERS

The Manufacturer Maintenance Screen is used to identify the manufacturers of the merchandise sold in your store(s). This information is not required in order to run the system, but can be used by Inventory Reports to select groups of merchandise for analysis, and by the Price Management system for selecting ranges of items for price changes. As with Vendors, the Manufacturer file is shared by all stores.

MANUFACTURER ID

The code used to identify the manufacturer. This may be alphabetic or numeric for a maximum of ten characters.

NAME

The name of the manufacturer.

ADDRESS, CITY, STATE, ZIP

The address of the manufacturer.

PHONE

The phone number of the manufacturer.

1.8 MIX AND MATCH TABLES

The Mix and Match Maintenance Screen is used to identify all mix and match tables used in the point-of-sale system for selling multiple quantities of an item for a single price (eg., regular price of .45 or 3/$1.00). These records are accessed by Screen 2 in Item Maintenance, when a PLU Type of 'X' is selected. The information set up here is loaded into the PLU record and sent to the point-of-sale system during POS Maintenance.

TABLE

The Mix and Match table number.

DESCRIPTION

The description for the Mix and Match table.

MIX/MATCH TYPE

The Mix/Match method used. Valid choices are 'S' for Special Price Method, and 'P' for Package Price Method. Refer to your point-of-sale Terminal Programming Manual for further explanation of these methods.

BASE QUANTITY

The quantity that must be purchased to get the Mix/Match price (eg. 3 in 3/$1.00).

QUANTITY PRICE

The price charged if the Base Quantity is purchased (eg. $1.00).

EACH PRICE

The normal price for the item. This field is only accessible if you have selected the Special Price Method.

1.9 INVENTORY TRANSACTIONS

The Inventory Transaction section of Inventory Maintenance is used to enter all transactions that affect Inventory. Like all TrackFI screens, you are in EDIT mode when you first enter the screen. You may use F5 to toggle to ADD mode. Use EDIT to lookup and view, change or delete an existing transaction record. Use ADD mode to add new transactions.

STORE ID

Enter a store number, or press “Enter” to bring up the first store on file. The Store record must have been entered previously in the Store Maintenance file in order to be accessed.

STORE NAME

Displays the name of the selected Store ID.

TRANS. NO

If you are in EDIT mode, use one of the search keys to look up the transaction by Trans No. If you are in ADD mode, the Transaction Number is assigned automatically by the system, and the cursor will not stop at this field.

ITEM #

If you are in EDIT mode, use one of the search keys to look up a transaction by Item #. If you are in ADD mode, select the Item used in this transaction from the Item file.

VEND. ITEM #

If you are in EDIT mode, use one of the search keys to look up a transaction by Vendor Item #. If you are in ADD mode, select the Item used in this transaction from the Item file.

DESC

If you are in EDIT mode, use one of the search keys to look up a transaction by Description. If you are in ADD mode, select the Item used in this transaction from the Item file.

CODE

If you are in EDIT mode, use one of the search keys to look up a transaction by Code. If you are in ADD mode, select the Item used in this transaction from the Item file.

TRANSACTION

Select a Transaction Type from the list provided, using the capitalized letter to do so:

Adj - Adjustment
Ord - Order
Phy - Physical Inventory
Rec - Receiving
Sal - Sale
xIn - Transfer In
Xou - Transfer Out

If the Purchase Order module is in use, the Ord and Rec types will be created automatically by the system. If the Multi Store module is in use, the xIn and Xou types will be created automatically by the system.

TRANSACTION DATE

Enter the date of the transaction, or press “Enter” to use today's date. This date will automatically repeat for all of the transactions that follow, until you change it again.

DOCUMENT NUMBER

A number used to associate this transaction with a unique document. This can be used to record the Invoice Number on a Receiving Transaction, the Transfer Number on a Transfer Transaction, the Batch ID on a Physical Count Transaction, etc. Entry of this field is not required.

QUANTITY

Enter the quantity of the item involved in this transaction.

UNIT

The unit of measure for the transaction, either in CS (case) or EA (each). This displays automatically, based on the value that you entered in the Case Quantity field on the Item Maintenance screen. If you left the Case Qty field blank, then EA will appear. If you entered a number in the field, then CS will appear. You can toggle between CS and EA by using F4 in the Unit Cost field and the system will re-compute the Total Cost and Total Retail amounts.

CASE QTY

The number of items in a case. The Case Qty is automatically displayed from the Item File. The system uses this value along with the Quantity field to calculate the amount to add to the Quantity on Hand field, the Total Cost, and Total Retail fields. This is display only, and may not be changed on this screen.

QTY ON HAND

The quantity of the item that is currently in your inventory. The Qty on Hand is automatically displayed from the Activity File, and cannot be changed on this screen.

UNIT COST

The cost per transaction unit. This will reflect the Case cost if the Unit is CS, or the Each cost if the Unit is EA. The cost from the Last Cost field in the Item Maintenance screen will automatically be displayed (for types O and R only, the other types will reference Avg. Cost), and can be changed if necessary. A change to this field will cause the GM% field to be re-calculated to reflect the new Gross Margin on this item.

TOTAL COST

Calculated as Quantity × Case Quantity (if CS) × Unit Cost.

ITEM RETAIL

The selling price for this item. This displays from the Item Maintenance Screen, and can be changed if necessary. A change to this field will cause the GM% field to be re-calculated to reflect the new Gross Margin on this item. **Note that you can do "What If?" analysis here between the Item Retail and GM% fields. If you press "Enter", the cursor will move to the GM% field and permit you to change it. Changing the GM% will re-calculate the Item Retail amount.** If you change the retail price on this screen, the new price will update the Item Maintenance Screen automatically when this transaction is posted. The new price will also be sent to the point-of sale terminal in the next POS Maintenance batch.

TOTAL RETAIL

Calculated as Quantity × Case Quantity (if CS) × Item Retail

GM%

The Gross Margin percentage for the item. It is calculated using the formula:

(Item Retail - Item Cost) ÷ Item Retail

TO ADD AN ADJUSTMENT

1. Go to the Enter Transaction Screen.
2. Use F5 to switch to Add mode.
3. Enter Store Information.
4. Enter Item Information.
5. At the Transaction Prompt, type "A".
6. Enter Transaction Date.
7. Enter quantity adjusted, either positive or negative.
8. Use F9 to save work upon completion.

TO ADD AN ORDER

1. Go to the Enter Transaction Screen.
2. Use F5 to switch to Add mode.
3. Enter Store Information.
4. Enter Item Information.
5. At the Transaction Prompt, type "O".
6. Enter the Transaction Date.
7. Enter quantity ordered.
8. The unit may be changed by using F4 in the Unit field.
9. The cost may also be changed.
10. Use F9 to save work upon completion.

TO ADD A PHYSICAL INVENTORY TRANSACTION

1. Go to the Enter Transaction Screen.
2. Use F5 to switch to Add mode.
3. Enter Store Information.
4. Enter Item Information.
5. At the Transaction Prompt, type "P".
6. Enter the Transaction Date.
7. Enter quantity counted.
8. The unit may be changed by using F4 in the unit field.
9. The Item Retail may also be changed.
10. Use F9 to save work upon completion.

TO ADD RECEIVINGS

1. Go to the Enter Transaction Screen.
2. Use F5 to switch to Add mode.
3. Enter Store Information.
4. Enter Item Information.
5. At the Transaction Prompt, type "R".
6. Enter the Transaction Date.
7. Enter the quantity received.
8. The unit may be changed by using F4 in the Unit field.
9. The cost, item retail, and gross margin may also be changed.
10. Use F9 to save work upon completion.

TO ADD A SALE

1. Go to the Enter Transaction Screen.
2. Use F5 to switch to Add mode.
3. Enter Store Information.
4. Enter Item Information.

5. At the Transaction Prompt, type "S".
6. Enter the Transaction Date.
7. Enter the quantity sold.
8. The unit may be changed by using F4 in the Unit field.
9. The Item Retail may also be changed.
10. Use F9 to save work upon completion.

TO ADD A TRANSFER IN

1. Go to the Enter Transaction Screen.
2. Use F5 to switch to Add mode.
3. Enter Store Information.
4. Enter Item Information.
5. At the Transaction Prompt, type "I".
6. Enter the Transaction Date.
7. Enter the quantity transferred in.
8. The unit may be changed by using F4 in the Unit field.
9. The cost, item retail, and gross margin may also be changed.
10. Use F9 to save work upon completion.

TO ADD A TRANSFER OUT

1. Go to the Enter Transaction Screen.
2. Use F5 to switch to Add mode.
3. Enter Store Information.
4. Enter Item Information.
5. At the Transaction Prompt, type "X".
6. Enter the Transaction Date.
7. Enter the quantity transferred out.
8. You may change the unit by using F4 in the unit field.
9. Use F9 to save work upon completion.

1.10 TRANSACTION REPORT

The purpose of the Transaction Report is to provide you with an audit trail of every transaction that affects Inventory. These listings should be filed and kept at least until the next Physical Inventory, so that if there are any discrepancies in the count, you will have a way to track down the cause. It also is a very effective way to review the transactions that you have entered for keypunch errors. Any errors that are found can be corrected through the Inventory Transaction screen before posting.

Another important use of the Transaction Report is to provide the totals used to update your General Ledger system. Instructions on how to use the report for this are found at the end of this section.

STORE ID RANGE

Select the Store Range for the report, or use ShiftF5 to fill in defaults for the entire screen.

TRANS TYPE RANGE

Select the transaction type for the report by using the abbreviations that were used on the Transaction Screen. The possible selections are:

A - Adjustments
O - Orders
P - Physical Inventories

R - Receivings
S - Sales
I - Transfers In
X - Transfers Out

You may also use ShiftF5 to select all transaction types and fill in defaults for the entire screen.

DATE RANGE

Select the range of dates for the report, or use ShiftF5 to fill in defaults for the entire screen.

DOCUMENT NUMBER RANGE

Select the range of document numbers for the report, or use ShiftF5 to fill in defaults for the entire screen.

TRANS NUMBER RANGE

Select the range of transaction numbers for the report, or use ShiftF5 to fill in defaults for the entire screen.

PAGE/BREAK/NONE ON TRANS TYPE? (P/B/N)

Select "P" to separate each transaction type on to a different page, and total each transaction type on the page. Select "B" to separate each transaction type, but keep all of the information on one page. Each transaction type will be subtotaled, and the total for all transactions will be shown at the end of the report. Select "N" to have one total for all transactions.

PAGE/BREAK/NONE ON DATE? (P/B/N)

Select "P" to separate each transaction date on to a different page, and total each transaction date on the page. Select "B" to separate each transaction date, but keep all of the information on one page. Each transaction date will be subtotaled, and the total for all transactions will be shown at the end of the report. Select "N" to have one total for all transaction dates.

PAGE/BREAK/NONE ON DOCUMENT No.? (P/B/N)

Select "P" to separate each document # on to a different page, and total each document # on the page. Select "B" to separate each document #, but keep all of the information on one page. Each document # will be subtotaled, and the total for all transactions will be shown at the end of the report. Select "N" to have one total for all document #s.

SEND TO PRINTER, SCREEN, OR FILE

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

OUTPUT FILENAME

If you selected "F" at the above option, enter the filename that the report will be assigned.

GENERAL LEDGER POSTING OF TRANSACTION DATA

The Transaction Report provides summary totals by Store, Transaction Type and Date for Extended Cost and Extended Retail Amounts. The report can be printed daily or weekly prior to running the Transaction Post program, and these totals entered into your General Ledger Journal. You may wish instead to post the daily totals to a spreadsheet that calculates Month to Date totals automatically, and then make just one entry at month end for each Transaction Type.

Whichever method you choose, the detailed Transaction Reports should be kept on file for the required period of time as backup for your journal entries.

1.11 VARIANCE REPORT

The purpose of the Variance Report is to provide a record of differences between Physical Count quantities and the Quantity on Hand currently stored in the Activity File for each item. This report summarizes, or "rolls up" all Physical Count transactions for each item into one record, so that the total counted throughout the store can be accurately compared with the QOH for that item. If the two quantities differ, the Item is reported, providing the quantity and dollar amounts of the variance. To select the default values for each range field, simply touch the F4 key and the fields will be filled in automatically.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON AISLE? (P/B/N):

Enter P to start a new page for each Aisle.
Enter B to insert a Line Feed for each Aisle.
Enter N to prevent any separation by Aisle.

CREATE ZERO QTY TRANSACTIONS FOR UNCOUNTED ITEMS? (Y/N):

Enter 'Y' if you want the system to create zero count transactions for every item specified in the report ranges that does not exist in the Transaction file. You will use this option to capture valid variance information for items not included in a Physical Count. These zero QTY transactions will also post to you Inventory file - thus zeroing out any uncounted items. Enter 'N' if you do not want the system to create zero transactions for uncounted items.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.12 POST TRANSACTIONS

The purpose of the Post Transactions program is to update numerous master files within TrackFI with the Transaction data that was entered and reviewed in the previous steps. Until this step is run, none of the transaction information will impact the Activity File, Sales History, the Item Master, Data Exchange or Transaction History. You have the option to post selectively by both Transaction Type (Sales only, for instance) and Transaction Date.

The Transaction Date range is especially useful at month end. For example, assume the month of January has ended. Some of the invoices for merchandise received during the last week of January have not arrived at the office yet, and you must wait to enter them in order to have accurate Inventory reports for January. In the meantime, sales and receipts of inventory can be entered for dates starting February 1 and onward, but these transactions must not be posted. As the January invoices are received, enter and post them, using an ending Transaction Date Range of 01/31/06. Repeat this process until all January invoices have been processed. Then run your Month End reports and procedures. Once this is complete, you are free to post the February transactions that have been accumulating.

STORE ID RANGE

Select the Store Range to post, or press the “Enter” Key twice to select a range of "First to Last."

TRANSACTION TYPE RANGE

Select the transaction type to post by using the abbreviations that were used on the Transaction Screen. The possible selections are:

A - Adjustments
O - Orders
P - Physical Inventories
R - Receivings
S - Sales
I - Transfers In
X - Transfers Out

TRANSACTION DATE RANGE

Select the range of transaction dates to post, or press the “Enter” Key twice to select "01/01/1900 to 12/31/2499."

***Note**: The Transaction History file is updated with each posted transaction as a by-product of running the Transaction Post. This file is not accessible from any screen, and thus provides a secure, detailed audit trail of all transactions processed through the system. Though not modifiable, the file can be accessed for reporting purposes using either Query or one of the approved Report Writer programs (FlexQL or WinQL). The data is stored for the previous 45 calendar days, and is purged automatically during Month-End processing.*

1.13 ON-SCREEN INQUIRY / VIEW INVENTORY ACTIVITY

The View Inventory Activity section of the Inventory module is used to allow the user to see all of the activity for a given inventory item.

STORE ID

Enter the Store ID, or press “Enter” to bring up the first store on file. You may also use ShiftF4 to bring up a window displaying all of the stores. Use the arrow keys to highlight the desired store, and press “Enter”.

ITEM #

Enter the Item number, or use F4 to bring up the first item on file. You may then search the item file using PgUp/PgDn. You may also use ShiftF4 to bring up a window displaying all of the items. Use the arrow keys to highlight the desired item, and press “Enter”.

VEND. ITEM #

Enter the Vendor's Item number, or use F4 to bring up the first item on file. You may then search the vendor item file using PgUp/PgDn. You may also use ShiftF4 to bring up a window displaying all of the items. Use the arrow keys to highlight the desired item, and press “Enter”.

DESC

Enter the Item Description if you are using the description field as the search field, or use F4 to bring up the first item on file. You may then search the item file using PgUp/PgDn. You may also use ShiftF4 to bring up a window displaying all of the items. Use the arrow keys to highlight the desired item, and press “Enter”.

QTY ON HAND

The quantity of the item that is currently in your inventory.

QTY ON ORDER

The quantity of the item that is currently on order.

DATE LAST ORD

The last date that the item was ordered.

DATE LAST REC

The last date that the item was received into inventory.

DATE LAST SOLD

The last date that a sale was recorded for the item.

The Inventory Activity Screen contains all information about an item with regard to any transaction that has affected it in the last year. The three totals of **Period-to-Date**, **Month-to-Date**, and **Year-to-Date** allow you to view the item in a detailed context. The transactions that can be viewed on this screen are:

ORD - Ordered
REC - Received

MKD - Marked Down (Not Currently Used)
MKU - Marked Up (Not Currently Used)
ADJ - Adjusted (Net)
XFR - Transferred In or Out (Net)
SLD - Sold

The Inventory Activity Screen also details **Cost Of Goods Sold (COGS)** and **Gross Margin Percentage (GM%)** on a Period-to-Date, Month-to-Date, and Year-to-Date basis.

1.14 REPORTS

1.14.1 PHYSICAL INVENTORY WORKSHEET

The Physical Inventory Worksheet is used to provide a listing of all Items in the system for use in conducting a Physical Inventory. This list can be sorted according to Aisle location within Department, if you have defined the Aisles in the Item Maintenance screen. You have the option to either print the current Quantity On Hand (QOH) data for each item (for spot-checking of sensitive items) or to leave the column blank (for a "blind count").

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON AISLE? (P/B/N):

Enter P to start a new page for each Aisle.
Enter B to insert a Line Feed for each Aisle.
Enter N to prevent any separation by Aisle.

PRINT QOH? (Y/N)

Enter Y to print the QOH for each item.
Enter N to leave the QOH column blank.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.14.2 REORDER REPORT

The Reorder Report will assist you in ordering merchandise by analyzing the stock status of selected items in your store and determining whether or not those items should be ordered. The formula used to determine reorder status is identical to that used in Auto-Create Purchase Orders: if the total of Qty on Hand + Qty on Order is less than or equal to the Minimum Stock Level, a line will be printed on the report that recommends a reorder quantity equal to the difference between Qty on Hand/Qty on Order and the Maximum Stock Level. For example, if QOH = 5, QOO = 3, MinSL = 10, MaxSL = 20, the system will recommend a reorder 12 units.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PAGE/BREAK/NONE ON VENDOR ID? (P/B/N):

Enter P to start a new page for each Vendor.
Enter B to insert a Line Feed for each Vendor.
Enter N to prevent any separation by Vendor.

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

INCLUDE NON-ORDER ITEMS? (Y/N)

Enter Y to print all items for the selected ranges, regardless of whether they meet the reorder criteria. Enter N to restrict the report to just those items that are recommended for reorder.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.14.3 SALES ANALYSIS REPORT

The Sales Analysis Report can provide a wealth of information about the performance of the individual components of your inventory, or about Class and Department groupings above the Item level. You can select to report sales activity from the Period to Date, Month to Date or Year to Date periods for each item. The system will provide data on Qty and $ sold, Cost of Goods Sold and Gross Margin $ and %. In addition, Items are ranked within the Department/Class according to percentage contribution to Sales and to Gross Profit for that Department/Class. Finally, a simple Stock Turns calculation is provided, dividing sales for the period selected by the current Qty on Hand.

The purpose of this report is to enable you to see which items in each Department/Class are contributing acceptably to the performance of the group, and which items are not pulling their weight. The latter can be marked down and moved out to free additional shelf space for those items that are selling up to par.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include on the report.

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

DETAIL/DEPT. SUMMARY? (D/S):

Enter D to print detailed Item information within each Department/Class.
Enter S to print Department/Class summary totals only.

CONSOLIDATED? (Y/N):

Enter Y to print a consolidated report for all stores.
Enter N to print individual reports for the store range selected.

PERIOD TO DATE/MONTH TO DATE/YEAR TO DATE? (P/M/Y):

Enter P to analyze and print Period to Date information.
Enter M to analyze and print Month to Date information.
Enter Y to analyze and print Year to Date information.

USE AVERAGE OR MFG. COST: (A/M)

Enter A to use Average Cost in the calculation of Cost of Goods Sold.
Enter M to use Manufactured Cost (from the Extended Cost/Price file) in the calculation of Cost of Goods Sold.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.14.4 VALUATION REPORT

The Valuation Report provides information regarding the amount of your investment in inventory, at the Department, Class and Item levels. Valuation is provided in Retail $, Last Cost, Average Cost, and Manufactured Cost. You can elect to display summary totals by Department, or detailed by Item. Additionally, you have the option to include or exclude those items that have zero Quantity on Hand.

This report can be used to measure the productivity of your inventory investment (by comparing it with the Sales Analysis Report) as well as providing additional detail beyond the summary totals included on your General Ledger Balance sheet. If inventory levels are higher than budget, for instance, you can run this report and determine which Classes or Items are overstocked, and take action to reduce stock levels for these items.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

DETAIL/DEPT. SUMMARY? (D/S):

Enter D to print detailed Item information within each Department/Class.
Enter S to print Department/Class summary totals only.

INCLUDE ZERO ITEMS? (Y/N):

Enter Y to include all items for the selected ranges, regardless of stock status.
Enter N to include only those items that have Qty on Hand greater than zero.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.14.5 ITEM MOVEMENT REPORT

The Item Movement Report is designed to identify those items that meet certain movement criteria, whether "slow movers" or "fast movers". You get to define the criteria, including Quantity Last Sold, Date Last Sold and Quantity on Hand. You can include or exclude items based on the Date Last Received. And you can choose to analyze Period to Date, Month to Date or Year to Date. For "slow movers", you have the option to update the Vendor Returns system automatically, so that these items can be pulled from the shelves and returned to the vendor for credit or refund.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include on the report.

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

QUANTITY SOLD:

This field has two parts. The first portion has two characters consisting of either GT (Greater Than) or LT (Less Than). You can toggle between the two with the F4 key. The second section is used to enter the Quantity Sold value that you want to use in selecting items for inclusion on the report. This value relates to the GT/LT selection. For example, if you want to print "slow movers" you might enter LT 5 in these two fields. The report would then include only those items that had sold less than 5 during the period chosen for analysis (PTD/MTD/YTD).

DATE LAST SOLD:

Enter the Date Last Sold value that you want to use in selecting items for inclusion on the report. This date also relates to the GT/LT selection made in the previous field. If the GT option was selected, then only those items with dates Greater Than (or more recent than) the one entered will be included in the report. If the LT option was selected, then only those items with dates Less Than (or prior to) the one entered will be included in the report. It is important to note that AND logic is used in selecting records for printing on the report. A particular item must meet all of the conditions and ranges specified on this screen in order to be included. For example, the item must have Quantity Sold LT 5 AND a Date Last Sold of LT 01/01/06 in order to be printed.

DATE LAST RECEIVED:

Toggle GT/LT and enter the Date Last Received that you want to use in selecting items for inclusion on the report. This field is typically used if you are attempting to identify slow moving items but do not want to accidentally include items that have sold less than the quantity specified because they have just been received into the store in the past few days. In that case, you might specify that only those items with a Date Last Received of LT (or prior to) 90 days ago should be considered in the "slow mover" analysis.

QUANTITY ON HAND:

Toggle GT/LT and enter the Quantity on Hand status of those items that you want included on the report. This feature can be used in "slow mover" analysis to exclude those items that have zero quantity on hand (and thus cannot be selling). In this case, you would specify Quantity on Hand GT 0 to exclude zero on-hand items.

PERIOD TO DATE/MONTH TO DATE/YEAR TO DATE? (P/M/Y):

Enter P to analyze and print Period to Date information.
Enter M to analyze and print Month to Date information.
Enter Y to analyze and print Year to Date information.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

UPDATE RETURNS? (Y/N):

Enter 'Y' if you want to automatically build the Vendor Returns work file for the items selected on this report. This typically would be done only if you have specified a particular Vendor in your Vendor ID range selections. Enter 'N' if you want to print the report without updating Vendor Returns.

1.14.6 TOP SELLERS REPORT

The Top Sellers Report will rank your best-selling items according to either Units or Retail $ sold. You define the number of items to select, and the system will choose and rank within each Department that number of top performers. Use this report to make sure that you never run out of these!

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include on the report.

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

NUMBER TO RANK? (100 MAX):

Enter the number of items that you want to rank within each Department. For example, if you want a "Top Ten" report, enter the number 10 here. The largest number that you can rank is 100.

USE UNITS SOLD OR $ SOLD? (U/$):

Enter U to base the ranking on the number of units sold in the selected period.
Enter $ to base the ranking on the Retail $ sold in the selected period.

PERIOD TO DATE/MONTH TO DATE/YEAR TO DATE? (P/M/Y):

Enter P to analyze and print Period to Date information.
Enter M to analyze and print Month to Date information.
Enter Y to analyze and print Year to Date information.

REGULAR OR SUMMARY REPORT FOR ALL STORES? (R/S):

Enter R to print a report for each store or a range of stores individually.
Enter S to print a summary report for all stores. This option will create a report that shows the "Top Ten" for the entire chain.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.14.7 OVERSTOCK/UNDERSTOCK REPORT

The Overstock/Understock Report will identify those items whose inventory levels fall outside your guidelines for effective inventory management. The program presents this in terms of "Number of Days Sales on Hand". This value is calculated by dividing the Quantity Sold YTD (in units) by the number of days that have elapsed in the current year. The result is the average number of units sold per day. This result is then divided into the current Quantity on Hand to determine the Number of Days Sales on Hand. You can specify when printing the report to print only those items that have a Number of Days Sales on Hand value GT (Greater Than) or LT (Less Than) the value you enter. This can be an industry benchmark for a particular Class of merchandise, or your own target for proper stock levels. The report will then show you which items fall either above or below this mark so that you can take action to bring the inventory levels into line with your targets.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include on the report.

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

NUMBER OF DAYS SALES ON HAND __ (GT/LT) ___:

Toggle GT (Greater Than) or LT (Less Than) with the F4 key.
Enter the Number of Days Sales on Hand Value you want to use to include items on the report. For example, to identify Overstocked items, you might enter GT 14 to list all items that have a supply of more than 14 days sales on hand.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.14.8 ACTIVITY REPORT

The activity report provides summary information for all activity that impacted the inventory of each item during the period specified. The Beginning Inventory (Qty on Hand) for the item is displayed, followed by net Sales, Adjustments, Receipts and Transfers. The Ending Inventory is then calculated and displayed. If you have Physical Count (Type P) records entered in the Transaction File, the Actual Inventory will be displayed. This value will be subtracted from the Ending Inventory to provide a Variance, in both units and $. The format of the report lends itself perfectly to use in conjunction with regular cycle counts of your store merchandise. If you have not entered Physical Counts, disregard the Variance amounts and use just the left portion of the report as a summary of activity for the period.

In order for the initial Beginning Inventory amounts to be set, the Period End Close program must be run for Period to Date, Month to Date and Year to Date options prior to any system activity being entered into or processed on the system. These period-end programs must then be run at the end of each period to keep the totals maintained and useful.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include on the report.

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

DETAIL/DEPT. SUMMARY? (D/S):

Enter D to print detailed Item information within each Department/Class.
Enter S to print Department/Class summary totals only.

PERIOD TO DATE/MONTH TO DATE/YEAR TO DATE? (P/M/Y):

Enter P to analyze and print Period to Date information.
Enter M to analyze and print Month to Date information.
Enter Y to analyze and print Year to Date information.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.14.9 CLOSE PERIOD PROGRAM

All Inventory activity (Sales, Receipts, Adjustments, etc.) is tracked in three major system files. The first is the Activity File, which has Period to Date, Month to Date and Year to Date "buckets" for each transaction type. The second is the file used in the Activity Report (the Beginning Period Quantity File) The third is the Monthly Sales History file, which stores sales in units and $ for the most recent 13 months. Each of these files must be maintained using the Close Period Program.

The "buckets" in the Activity file must be reset to zero at the end of each Period, Month and Year. This program allows you to select the period that you want to reset (PTD/MTD/YTD), and then proceeds to reset the counters in the selected period to zero for all items. Only the period selected is reset; the program is not cumulative (it does not reset Period automatically when you select Month, for example).

The Beginning Period Quantity File stores the Quantity on Hand as of the beginning of each Period, Month and Year. This quantity is reset to the current Qty on Hand during the running of the Close Period Program.

The Monthly Sales History file has 13 rolling "buckets", with the current month's sales stored in the top bucket. When the MTD close is run, the current bucket is moved down one position on the stack, the 13th bucket is emptied, and is moved to the top to begin accumulating sales for the new month. The descriptor for the new month is also entered at this time.

You can see from the above that the consistent running of this program at the end of each Period, Month and Year is critical to the proper use of the system. **All reports that you need regarding information for the current Period/Month/Year must be printed before running this program.** After it is run, the information required for the reports is no longer available.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLOSE PERIOD/MONTH/YEAR-TO-DATE? (P/M/Y):

Enter P to close the Period.
Enter M to close the Month.
Enter Y to close the Year.

NEW CURRENT PERIOD DESCRIPTION: _____

The cursor will move to this field only if you selected 'M' in the previous field. Enter the descriptor that you want to use for the month you are about to start. For example, if you are closing January, 2012, you might name the next period "FEB12".

1.15 SALES ANALYSIS

The purpose for the Sales Analysis module is to permit the collection of 13 rolling periods of sales activity by Item, by Store. The "rolling" periods feature permits you to compare at any time the performance of an item over the most recent 13 months. This also provides month-to-month comparisons between this year and last year.

The **Sales Analysis Report** provides comparisons of Quantities Sold during the previous 13 months. This can be a valuable guide to planning purchases for each season as well as measuring performance historically.

View Sales Analysis provides an on-screen inquiry into Quantities Sold, as well as Cost of Goods and Retail Amount Sold during each of the last 13 months. The latter amounts can be used to gauge profitability by period.

Descriptor Maintenance provides you the ability to create descriptions for monthly accounting periods that are consistent with those used elsewhere in your organization.

The current month's "bucket" in the Sales History file is updated with sales transactions each time the Transaction Post program is run. The current period is rolled to Period 2 during Month End processing (found in the Close Period Program under Inventory Reports), Period 2 rolls to Period 3, etc., etc. A new "bucket", Period 1, is then created for the next month’s activity. Period 13 is eliminated in this process.

1.15.1 SALES ANALYSIS REPORT

The purpose of the Sales Analysis Report is to provide comparisons of Quantities Sold during the previous 13 months.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or press “Enter” to select "First to Last".

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.15.2 VIEW SALES ANALYSIS

View Sales Analysis provides an on-screen inquiry into Quantities Sold, as well as Cost of Goods and Retail Amount Sold during each of the last 13 months. It is designed to give you a snapshot of item movement, one item at a time.

STORE ID

Enter a store number, or press “Enter” to bring up the first store on file. The Store record must have been entered previously in the Store Maintenance file in order to be accessed.

STORE NAME

Displays the name of the selected Store ID.

ITEM #

Enter the Item # and use the F4 key to Find the Item you want to view, or ShiftF4 to Pop Up a list of Items to choose from.

VENDOR ITEM #

Enter the Vendor Item # and use the F4 key to Find the Item you want to view, or ShiftF4 to Pop Up a list of Vendor Items to choose from.

DESC

Enter the Description (or partial Description) and use the F4 key to Find the Item you want to view, or ShiftF4 to Pop Up a list of Descriptions to choose from.

CODE

Enter the Code (or partial Code) and use the F4 key to Find the Item you want to view, or ShiftF4 to Pop Up a list of Codes to choose from.

Upon selection of the item using one of the above search methods, the 13 Month Sales History for the Item will display on the screen. You can then Page Down (PgDn key) to scroll through the file and display each item in sequence.

1.15.3 DESCRIPTOR MAINTENANCE

The purpose of Descriptor Maintenance is to permit you to create descriptions for monthly accounting periods that are consistent with those used elsewhere in your organization.

CURRENT PERIOD DESCRIPTION:

Enter the description of the accounting period that you are currently in (example DEC 93).

PERIOD 2 DESCRIPTION:

Enter the description of the previous accounting period (example NOV 93).

PERIOD 3-13 DESCRIPTIONS:

Enter the descriptions of the remaining previous accounting periods (example OCT 93 - DEC 92).

When all descriptions have been entered, use F9 to save your entries! If you are changing existing entries, you may use F9 at any time to save your work.

This step is only required for initial setup. The new period descriptions are entered during the Month End option of the Close Period program.

1.16 VENDOR RETURNS

The Vendor Returns system is designed to automate the return of store merchandise to vendors.

The Vendor Returns system can be fed automatically by the Item Movement Report, or the items to be returned can be entered individually in the **Enter/Edit Vendor Returns** screen.

The return packing list is then printed using **List Vendor Returns**. This list can be used to pull merchandise from the shelves, and then can be packed with the items to give an accounting of the return to your supplier.

Post Vendor Returns is used to update the Activity File with the quantities in the Returns file. Quantity on Hand will be reduced for each item, and a Transfer Out will be recorded for the amount returned. This is done for the entire batch, eliminating the need to enter individual transactions in the Inventory Transactions screen. When all of the Returns transactions are successfully posted, the Returns document is deleted from the Returns file.

1.16.1 ENTER/EDIT VENDOR RETURNS

The purpose of Enter/Edit Vendor Returns is to permit the entry of new Returns documents, and the changing of existing documents as required during the Vendor Returns process.

There are Three Screens in Enter/Edit Vendor Returns. Screen 1 is where Return Header information is entered. Screen 2 is where the detail lines for the Return are entered. Screen 3 provides a quick display of all previously entered lines. As with other TrackFI modules, the screens are accessed using the F8 (forward) and F7 (backward) keys.

A Mdse Total is calculated from the total of all entered Return lines. This total is recalculated as each line is saved, and when moving from screen to screen.

SCREEN 1

STORE ID:

Enter or Find the Store ID that you want to work with.

STORE NAME:

Displays the name of the selected Store ID.

RETURN #:

In ADD Mode, type the Return number you wish to use, or press “Enter” to allow the system to assign the next sequential number. In EDIT Mode, use ShiftF4 to search for the Return that you wish to edit.

SHIP TO VENDOR ID:

Enter the Vendor ID that you will be returning to, or ShiftF4 to search the Vendor Master File. The Vendor ID must exist in the Vendor Master File in order to enter a Return for it.

NAME:

The Vendor Name will display from the Vendor Master File.

ADDR:

The Vendor Address will display from the Vendor Master File.

CITY:

The Vendor City will display from the Vendor Master File.

STATE:

The Vendor State will display from the Vendor Master File.

ZIP:

The Vendor Zip Code will display from the Vendor Master File.

RETURN DATE:

The date you are creating the Return. The system date will display as a default if "Enter" is pressed.

AUTHORIZED BY:

The Vendor Contact confirming the Return. The Contact name will display as a default from the Vendor Master File, but may be overwritten if desired.

REMARKS:

Enter any remarks desired in the Header of the Return. For example, the RMA number, or other instructions to the vendor may be added here.

MDSE TOTAL:

The calculated total of all entered Return lines (Screen 2).

FREIGHT:

Enter any freight charges for this Return.

MISC CHARGES:

Enter any miscellaneous charges for this Return (handling, COD, etc.)

SCREEN 2

Screen 2 is used to enter or edit Return line items. The Mode (Add/Edit) defaults from Screen 1, but can be changed using F9. For instance, you can add lines to an existing Return by toggling to ADD mode. Or, you can change a previously entered line by changing from ADD to EDIT mode. As in other TrackFI screens, existing lines can be accessed by entering the Line # and USING F4, or by using ShiftF4 (or Triple-Dot-PopUp) and selecting from a list. When in ADD mode, the Line # will increment automatically by 1 as each line is saved using F9.

STORE ID:

Displays the Store ID selected on Screen 1.

STORE NAME:

Displays the name of the selected Store ID.

RETURN #:

Displays the Return # selected on Screen 1

LINE #:

The unique number associated with each line on the Return. In ADD mode, will increment by one digit automatically as each line is saved using F9. In EDIT mode, search for the line number you wish to change.

ITEM #:

Enter the number or number/letter combination used to select this item. 6-digit UPC-E codes should be preceded by an asterisk (*), and the code will be expanded to 10 digits automatically. Search on this field, or it will display from the Item File if the Item is selected using another method.

If the Item that you wish to return is not set up in the Item File, then you can access the Item Master File screen by touching the ShiftF4 key twice. Once in the Item Master File screen, add the item and save it using the normal method. Then ESC to display the ShiftF4 search screen. Use the F4 key to display the new item, then select it using the “Enter” key. You will then return to Return Screen 2.

LEVEL:

The level of the Item you wish to select.

VENDOR ITEM #:

The number that the vendor or distributor assigns to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

DESC:

The Description field contains the name assigned to this Item. Search on this field, or it will display from the Item File if the Item is selected.

CODE:

The Code field is used to further describe or classify this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

QTY RETURNED:

Enter the quantity of the selected Item that you wish to return. The quantity must relate to the Unit of Measure (either EA or CS) entered in the Unit field.

UNIT:

The Unit of Measure used to return the selected Item (EA or CS). The default value is related to the value entered in the Case Quantity field in the Item Master File. If the Case Quantity field is blank, the Unit field will default to EA. If the Case Quantity field has a numeric value, then the default will be CS. The default can be toggled using F4, and the resulting Cost and Retail extensions will be recalculated.

CASE QTY:

Displays from the Item Master File. Cannot be edited on this screen.

QTY ON HAND:

Displays from the Activity File. Cannot be edited on this screen.

UNIT COST:

The purchase price of this Item from the selected Vendor. The Last Cost value from the Item Master File will default, but may be overridden if desired. The cost should relate to the Unit of Measure selected in the Unit field (e.g. should be case cost if Unit = CS).

TOTAL COST:

The extended cost for this line. Calculated as:

Qty Returned × Unit Cost

ITEM RETAIL:

The Retail Price for this Item. The current Retail Price from the Item Master File will default, but may be overridden if desired. When received, this value will update the Item Master File and become the new Retail Price at the point-of-sale system.

GM%:

The Gross Margin % for this Item. Calculated as:

(Retail Price - Unit Cost) ÷ Retail Price

TOTAL RETAIL:

The extended retail for this line. Calculated as:

Qty Returned × Item Retail

RETURN TOTAL:

The calculated total of all entered Return lines. This total is updated after each line is saved using F9.

SCREEN 3

The purpose for Screen 3 is to provide a display of previously entered Return lines. This is a useful way to review the work you have done on a large return without having to print the entire return, or page through the return one line at a time on Screen 2. The only field that is active on the screen is the Line # field, which can be used in conjunction with the F4 or ShiftF4 keys to search for the line number that you wish to start the display.

1.16.2 LIST VENDOR RETURNS

List Vendor Returns is used to provide a printout of the return document for inclusion with the merchandise being shipped back to the vendor. A copy of this document can be filed as a permanent record of the transaction.

STORE:

Enter the Store ID that you want to print Returns documents for, or use ShiftF4 to lookup the store from the Store File.

RETURN NUMBER START:

Enter the number of the first Return document that you want to print, or use ShiftF4 to lookup the document from the Returns file.

RETURN NUMBER END:

Enter the number of the last Return document that you want to print (if you are printing a range of documents), or use ShiftF4 to lookup the document from the Returns file. If you want to print just one document, enter the same number here as you entered in the Return Number Start field.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.16.3 POST VENDOR RETURNS

Once you have entered and printed your Vendor Returns, you must post them in order to remove the quantities from inventory. This process first creates Adjustment transactions in the Transaction File, then optionally posts them to remove them from inventory.

STORE:

Enter the Store ID that you want to print Returns documents for, or use ShiftF4 to lookup the store from the Store File.

RETURN NUMBER START:

Enter the number of the first Return document that you want to print, or use ShiftF4 to lookup the document from the Returns file.

RETURN NUMBER END:

Enter the number of the last Return document that you want to print (if you are printing a range of documents), or use ShiftF4 to lookup the document from the Returns file. If you want to print just one document, enter the same number here as you entered in the Return Number Start field.

UPDATE INVENTORY FILES AFTER POSTING? _ (Enter a 'Y' or an 'N')

Enter Y if you want to update the Inventory Activity file automatically after posting.
Enter N if you want the program to create transactions in the Transaction File, and then stop to permit you to run a Transaction Report prior to posting. You will then need to run the Transaction Post program manually after running the report in order to update inventory.

1.17 UTILITIES

The Utilities Menu provides a number of tools used in the maintenance of TrackFI. These are not covered in detail here as they are fully covered in the Reference Section of this manual.

The **Mass Item Maintenance Menu** includes tools that allow you to change large groups of items in a single process. **Batch Item Status Maintenance** will set the status flags on all items in a store for transmission to the point-of-sale system. **Mass Item Change** will change the contents of one or more fields in the Item File for a specified range of Items. **Reset Avg / Last Cost** is used to correct Average Cost figures that have been skewed by erroneous receiving. **Mass Item Delete** will find and delete items that have not been active

Selectable Options includes system options that can be defined by the user.

The **File Utilities Menu** includes selections to **Query a Database**, **Reindex a Single Data File**, and **Reindex all Files**. Query is a simple report writer that enables you to create listings of TrackFI master files using a simple "point and shoot" approach. The Reindex selections are used when a database index file has been corrupted and needs to be rebuilt.

TrackFI Registration is accessed after installation of your system to enter your business name and address. This information is provided to our registration system and ensures that we can contact you with the latest in TrackFI features and enhancements.

1.18 DEFAULTS

The Defaults section of the Utilities Menu is used to set the System colors which you see throughout TrackFI. These colors come already configured for your particular system. We recommend that these colors remain as shipped to you. This option no longer applies to newer Windows systems.

1.19 NAME OF COMPANY

The name of your company on older systems was displayed here. As of TrackFI v4, this information is displayed on the Main Menu.

1.20 UTILITIES SUB MENU

The Utilities sub-menu provides three database utilities used to diagnostic and maintenance work on the system data files. **Query** can be used to do simple columnar reports from one data file at a time. **Single** and **All Files Reindex** options are used to reconstruct indexes for files whose indexes have been corrupted through improper exiting of the system, power failure, or other operational difficulties.

1.20.1 QUERY A DATABASE

Query is a simple report writer that enables you to extract information from any TrackFI file and print it to screen, report or disk file. After making this selection from the menu, the following prompts will guide you through the report creation process:

ENTER THE FILE NUMBER OR PRESS 'ENTER' FOR A LIST

> Each file in the TrackFI system has a number assigned to it. If you know the number of the file, enter it here. Otherwise, press “Enter” and a list of all files will display.

DATABASE TABLE OF CONTENTS

Two columns of file names will display, beginning with Inventory Item File, at the top left corner. The cursor will be flashing next to that name, and it will be enclosed with brackets [ ]. Use the arrow keys to move the brackets to the file you want to Query and press “Enter”. This is called "Point and Shoot". You point at the field you want, and shoot it with the “Enter” key.

QUERY FORMAT TABLE OF CONTENTS

Query formats that have been previously defined and saved will now display. You can choose one of the existing formats, or choose CREATE NEW QUERY FORMAT and ENTER.

(S)ELECT OR (A)LL

If you want to select certain records out of the file, choose (S). If you want to include all records in your query, choose (A).

SELECTION DEFINITION

If you chose (S) at the previous prompt, the system will display a list of all of the fields contained in your selected file. You can then define conditions, or tests, that each record in the file must pass in order to be displayed on the report. **For example**, if in the Item File you want only those records belonging to Department 1 to print, you would Point & Shoot DEPT. The brackets will then move to the operators at the bottom of the screen. Point & Shoot the correct one, in this case [=]. The cursor will then jump to the bottom left corner of the screen. Enter the department number "1". You will then see an = sign displayed next to the DEPT field. You can repeat this process for as many fields as you want to use to limit the Items that print on the report. **Keep in mind that the system will require that each item displayed on the report meet ALL of the conditions that you selected on this screen!**
When you are finished, use F9 to complete the Selection process.

OUTPUT SEQUENCE

Query now prompts you to select the **order** in which the items selected will print out. You are presented with a list of orders to choose from. The items will print out in the order presented from left to right. Point & Shoot the desired order.

FIELDS TO OUTPUT

Point & Shoot each field that you want displayed on the report. The fields will display from left to right in the order in which you choose them. As you Shoot each field with the ENTER key, an asterisk (*) will display next to the field. If you mistakenly select a field and want to remove it, just Point at that field and use the DEL key to remove the asterisk. Note the counter at the bottom of the page that displays the width of the report as you select each field. Most printers support no more than 132 columns of data, so do not exceed that number when creating this report. When you have finished your selections, use F9 to complete the Output process.

QUERY DESCRIPTION

The cursor will then move to the bottom of the same screen and prompt for the entry of a description of the Query for the report heading. Input the name of the report and ENTER.

PRINTER WIDTH

Enter the width of the printer are using to display the report. If your report width is greater than 80 characters, and your printer supports 132 columns in compressed or normal print, be sure to enter 132 columns here. Otherwise the report lines will print in regular print and wrap around to the next line for each one printed.

QUERY COMMANDS

The following options will then display: (S)elections, (I)ndexes, (F)ields to output, (H)eader, (W)idth, (O)utput, (K)eep, (R)estart, (E)xit. The first five selections represent the steps you completed to get to this point. The cursor will be resting at the (O)utput prompt. If you want to change the selections made in any of the previous steps, simply press the letter key beginning that choice and ENTER.

You may also wish to save this report for use another time. If so, select the (K)eep option. You will then be prompted to select either [Q]uery or [R]eport formats. Select [Q]. Then enter the name of the Query (for example, Department 1 Item Listing). Enter the DOS file name for storing this report (DEPT1ITM). The Query is then saved for future use and will appear on the initial listing when you enter Query.

To Output your Query, select [O]. Select (S) to display to the screen, (P) to print on the printer, or (D) to print to a Disk File. If you select (P), you will be prompted for the format of the data. You should select [F] for Formatted Report. The report will then begin printing.

To Output to a DOS file on your computer's hard disk, select (D). Select (P) if you want to store the report for later printing. Select (M) if the report is suitable for mailing label printing. Select (D) if you intend to use the data on the report for later import into a database file. Select (W) if you want to import the query data into a Word Processor for further formatting and printing. After selecting one of these options, you will be prompted for the DOS file name and extension to receive the data (filename.ext). Be sure to specify the directory path to receive the file, or the file will be saved to the current TrackFI directory.

The (R)estart command permits you to begin the entire Query process again. The (E)xit command will exit Query and return you to the Utilities menu.

1.20.2 SINGLE & ALL FILES REINDEX

These utilities are designed to repair file indexes that have been damaged by power outages, rebooting the PC during processing, and other system failures. The reindex utility will check the selected file for duplication or record corruption and prompt you to correct each problem it discovers. If no file problems are encountered, it will rebuild the indexes and return you to the Utility Menu.

SINGLE FILE REINDEX

This program must be run at a Command Prompt and you must be sure to log all users out of TrackFI before running this program. After logging out all users, open a Command Prompt and switch to the TrackFI directory. Then type in:

```
PFLT  TRKINDEX  #
```

The “#” is the number of the data file that you wish to re-index. The Main Item File is file number one, so to re-index the Main Item File, you would type in:

```
PFLT  TRKINDEX  1
```

The program will display a warning message and give you two opportunities to abort the program. Pressing Enter twice will begin the re-index. If an error is encountered, information is written to a ".BAD" file for later cleanup. A log is also created. You can open TRKINDEX.LOG with any text editor to check the status of the re-index. Errors encountered and successful re-indexing are both recorded in the log file. If an error was detected, contact your dealer or TrackFI support for assistance in correcting the problem.

ALL FILES REINDEX

This program must be run at a Command Prompt and you must be sure to log all users out of TrackFI before running this program. After logging out all users, open a Command Prompt and switch to the TrackFI directory. Then type in:

PFLT TRKINDEX ALL

The program will display a warning message and give you two opportunities to abort the program. Pressing Enter twice will begin the re-index. If an error is encountered, information is written to a ".BAD" file for later cleanup. A log is also created. You can open TRKINDEX.LOG with any text editor to check the status of the re-index. Errors encountered and successful re-indexing are both recorded in the log file. If an error was detected, contact your dealer or TrackFI support for assistance in correcting the problem.

1.21 BACKUPS

As reliable as PC's are, it is still **essential** that your valuable business information stored in TrackFI be backed up **on a daily basis** to prevent data loss and disruption to your retail operation. Burning to CD or DVD is a cheap, fast and effective way to backup TrackFI.

1.22 MASS ITEM MAINTENANCE MENU

1.22.1 BATCH ITEM STATUS MAINTENANCE

In ordinary daily processing, Item Adds, Changes or Deletes are "flagged" automatically as you work in the Item Maintenance screen. When POS Maintenance is run, these flags tell the program to pick up the Items where changes were made and send them to the point-of-sale system. When the Items have been successfully sent, the flags are reset so that these same Items are not sent a second time.

There are times, however, when you will want to send all of the Items in your TrackFI file into the point-of-sale system at once. When you open a new store, get a new point-of-sale system, or your point-of-sale system loses all or most of its PLU file, you need to re-transmit all Items to get the system ready for scanning. Batch Item Status Maintenance will "flag" all of the Items in a selected store range with the proper flag. When POS Maintenance is run, all of these Items will be prepared for transmission to the point-of-sale system.

STORE ID RANGE:

Enter the range of stores for which you want to flag Items.

NEW STATUS:

Enter a '2' to flag Items as ADD status.
Enter a '4' to flag Items as CHANGE status.
Enter a '0' to remove flags.

1.22.2 MASS ITEM CHANGE

Mass Item Change is used to change the contents of fields in Screens 1 and 2 of Item Maintenance for a user-definable group of Items. For example, if all items in the Candy Bar Class are changing from .59 to .69, this program can be set up to make the change without having to edit each Item individually. The point-of-sale Status information found on Screen 2 of Item Maintenance can also be changed in this way.

ZONE ID RANGE:

Not activated at this time.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

CLASS RANGE:

Enter the range of Classes that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include on the report.

AISLE RANGE:

Enter the range of Aisle codes that you want to include on the report.

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

MAINTENANCE TYPE:

Enter a '0' to remove flags for selected Items.
Enter a '2' to flag selected Items as ADD status for transmittal to the point-of-sale system.
Enter a '4' to flag selected Items as CHANGE status for transmittal to the point-of-sale system.
Enter an 'N' if you do not want to flag the selected Items for transmittal to the point-of-sale system.

SCREEN 2

Once the above ranges have been selected, use the F8 key to move to Screen 2. This screen is an exact replica of Screen 1 in Item Maintenance. All of the fields on the screen will be set to blank, indicating No Change. Move the cursor to the field that you want to change and enter the value in that field. Repeat the process for as many fields as you want to change. Use the '*' to blank out the contents of any field. When the program runs, all of the items in the ranges selected on Screen 1 will be changed to the values set on Screen 2. Use F7 to return to Screen 1, or F8 to move to Screen 3.

Note: *You cannot change a field that is used in a range selection on Screen 1. For example, you cannot select Department range 4 to 4 on Screen 1 and then set a new value for Department on Screen 2.*

SCREEN 3

If you want to change the point-of-sale status information for a range of items, use F8 to move to Screen 3. This screen is an exact replica of Screen 2 in Item Maintenance. Move your cursor to the field that you want to change and enter the value in that field. Use F7 to return to Screen 1 and continue processing.

1.22.3 RESET AVG / LAST COST

The Average Cost field in the Item Maintenance screen is maintained automatically by TrackFI during the Transaction Post process. This program adds the extended cost for items currently on hand to the extended cost of items being received, then divides the sum by the new total quantity on hand to derive a new item average cost. This figure is accurate to the penny, provided that the costs entered during receiving are accurate. If, however, an item costing $.50 is received accidentally at $5.00, the Average Cost for that item will be skewed dramatically. The impact is that all Gross Margin calculations in the system will be inaccurate as well. Since this field cannot be accessed or changed on the screen, a utility is required to set the item to an accurate cost. The Last Cost field is used for this purpose.

ZONE ID RANGE:

Not activated at this time.

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

CLASS RANGE:

Enter the range of Classes that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include in processing.

AISLE RANGE:

Enter the range of Aisle codes that you want to include in processing.

DESCRIPTION:

Enter a Description that you want to include in processing. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include in processing. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

1.22.4 MASS ITEM DELETE/SELECT ITEMS FOR DELETION

Over time in using TrackFI, you will rotate new items into your inventory file, and phase older items out. If not attended to, these older items can become "excess baggage" that slows system processing down. The Mass Item Delete utility is used to seek out item records that no longer have items in stock, and have been inactive for a period of time that you specify. These items are flagged for deletion, but not removed from the file until you have a chance to review them and make sure that you really want them out. Upon your approval, they will be removed from the file and transmitted to the point-of-sale system for removal there. Note that any items deleted here will not be available for historical reporting - the Activity and Sales History records will be deleted as well.

Select Items for Deletion scans the Item File according to your instructions and flags items for deletion.

Note: *This program will not process correctly unless entries are made in at least one of the PTD/MTD/YTD selections at the bottom of the screen. An entry is also required in the Qty On Hand Range field!!*

ZONE ID RANGE:

Not activated at this time.

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

CLASS RANGE:

Enter the range of Classes that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include in processing.

AISLE RANGE:

Enter the range of Aisle codes that you want to include in processing.

DESCRIPTION:

Enter a Description that you want to include in processing. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include in processing. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

Note: *The logic used to evaluate the entries made in the next three fields is "OR", rather than "AND" logic. In other words, if you make entries in both the PTD and MTD range fields, the system will include any item for deletion that meets EITHER the PTD OR the MTD requirements.*

QTY SOLD PTD RANGE:

Enter the range of Qty Sold PTD values for which you want items included in the deletion batch. For example, if you want only items that have not sold in the last week, enter 0 to 0 in these fields.

QTY SOLD MTD RANGE:

Enter the range of Qty Sold MTD values for which you want items included in the deletion batch. For example, if you want only items that have not sold in the last month, enter 0 to 0 in these fields.

QTY SOLD YTD RANGE:

Enter the range of Qty Sold YTD values for which you want items included in the deletion batch. For example, if you want only items that have not sold in the last year, enter 0 to 0 in these fields.

QTY ON HAND RANGE:

Enter the range of Qty on Hand values for which you want items included in the deletion batch.

1.22.5 MASS ITEM DELETE/PRINT SELECTED ITEMS

This program prints a listing of the items selected for deletion. You should review this list carefully, and note on it any items that you do not want to remove from the system. This notation will then be used in the Edit Selected Items step which follows.

STORE ID RANGE:

Enter the range of Store IDs that you want included on the report.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

1.22.6 MASS ITEM DELETE/EDIT SELECTED ITEMS

In the previous step, "Print Selected Items", you had a chance to review the items that TrackFI selected for deletion. In this step, you can call the selected items onto the screen and delete from the list those that you do **not** want to remove from the system.

STORE:

Enter the Store ID of the items that you want to edit and use the F4 key to display the items on the screen. Then use your Down Arrow key to move the cursor below the header line into the body of the screen.

DELETION PROCEDURE:

With the cursor in the PLU field, Backspace to clear the field, enter the Item # you want to remove and use the F4 key to display it on the current line. Or you can Page Down to scroll down through the items until you find your target. Once you find the item, move the cursor to that line and use SF7. The system will prompt "Delete this record? (Y/N):" and display your item number and level below the prompt. Enter 'Y' and ENTER to delete the item from the list. **This item will now be excluded from the deletion batch and will not be removed from the Item File!**

1.22.7 MASS ITEM DELETE/UPDATE SELECTED ITEMS

The final step in the deletion process is to run the Update program, which flags the corresponding item in the Item file for deletion for each one found in the deletion batch. Once this program is complete, POS Maintenance can be run and the items flagged for deletion will be transmitted to the point-of-sale system and physically removed from the Item file.

Note: *The items in the deletion batch are not physically removed from the Item file until a complete POS Maintenance Autopilot has been run and the items are successfully transmitted to the point-of-sale system!*

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

1.23 SELECTABLE OPTIONS

This program is used to activate or deactivate optional features provided in the TrackFI system. The option selections that you see displayed on your menu will be accessible only if you have installed the software module that corresponds to those options. For example, if you do not have the Purchase Order Module installed, the Selectable Options related to Purchase Orders will not be activated on your screen.

Note: *These options should be set up in conjunction with your dealer representative or TrackFI Support. Improper configuration of these options can produce less-than-optimal results from your system!*

INVENTORY:

UPDATE INV. QOH ON POSTING? (Y/N):

This option determines whether Qty On Hand totals for all of the items in your stores will be updated by TrackFI. **This should be set to 'Y' unless you do not want to track inventory in your system.** This is only set to 'N' in businesses such as grocery where perpetual inventory tracking at the item level is not desired.

PURCHASE ORDER:

PO HISTORY UPDATE? (Y/N):

This option should be set to 'Y' if you want to update the Purchase History File during Update Received POs. If you do not want to track Purchase Order History, select 'N'. The Purchase History file stores information used to reconcile POs to Invoices in your company's Accounts Payable function. It can also be used to provide comparative analysis of purchases by competing vendors using one of the available Report Writers. If the 'N' selection is made, these reports will not be possible.

DATA EXCHANGE OPTIONS:

PO TRANSMIT? (Y/N):

This option is active only when the Data Exchange (DEX) Module is installed on your system. DEX is used to transfer data between Host and Store TrackFI systems. Each type of data available in TrackFI may be selected for inclusion or exclusion from the daily data transfer. In this case, if you want Purchase Orders included in the daily transmission, select 'Y'. If not, select 'N'.

INVENTORY ITEM IMPORT? (Y/N):

This option should be set to 'Y' if you want to import Item Maintenance data from a remote TrackFI site. Adds, Changes and Deletes will impact your Item file as those changes are made at the remote site. Otherwise, enter 'N'.

INVENTORY ITEM EXPORT? (Y/N):

This option should be set to 'Y' if you want to export Item Maintenance data to a remote TrackFI site. Adds, Changes and Deletes made to your Item file will update remote sites automatically through the daily transmission. If you do not want this feature, enter 'N'.

INVENTORY TRANSACTION MASTER? (Y/N):

Inventory Transactions may be transmitted between host and remote TrackFI systems. These will keep the two systems 'mirrored' in terms of tracking inventory activity at each location. This option should be set to 'Y' if you want to activate any of the following Transaction Import/Export options. You will then get to select which Transaction types to process on an individual basis. If you do not want to Import/Export any Inventory Transactions, enter 'N'.

INVENTORY TRANSACTION ADJ: (Y/N):

This option should be set to 'Y' if you want to exchange Adjustment (ADJ) transactions. Otherwise, enter 'N'.

INVENTORY TRANSACTION MDN? (Y/N):

This option is not activated at this time.

INVENTORY TRANSACTION XIN? (Y/N):

This option should be set to 'Y' if you want to exchange Transfer In (XIN) transactions. Otherwise enter 'N'.

INVENTORY TRANSACTION ORD? (Y/N):

This option should be set to 'Y' if you want to exchange Order (ORD) transactions. This should not be set to 'Y' if the PO Transmit option above is set to 'Y', as you will get double posting of On-Order transactions. If you do not want to Import/Export any ORD Transactions, enter 'N'.

INVENTORY TRANSACTION PHY? (Y/N):

This option should be set to 'Y' if you want to exchange Physical Inventory (PHY) transactions. Otherwise enter 'N'.

INVENTORY TRANSACTION REC? (Y/N):

This option should be set to 'Y' if you want to exchange Receiving (REC) transactions. Otherwise enter 'N'.

INVENTORY TRANSACTION SAL? (Y/N):

This option should be set to 'Y' if you want to exchange Sale (SAL) transactions. Otherwise enter 'N'.

INVENTORY TRANSACTION MUP? (Y/N):

This option is not activated at this time.

INVENTORY TRANSACTION XOU? (Y/N):

This option should be set to 'Y' if you want to exchange Transfer Out (XOU) transactions. Otherwise enter 'N'.

EXPORT MULTISTORE TRANSFERS? (Y/N):

This option should be set to 'Y' if you want to exchange Multistore Transfer documents. This is only active if you have the Multi Store option installed. Otherwise, enter 'N'.

1.23.1 INSTANT UPDATE OPTIONS:

The Instant Update feature permits TrackFI to create ASCII export files from key File Maintenance and Transaction functions for export to other applications. Rather than doing this in a 'batch' mode (as in Data Exchange), the updates can be created and then an external update program run as you are doing the work in TrackFI.

It works like this: the major Maintenance and Transaction processing programs in the system (listed below) are designed to check this screen to see if you have made entries in the fields below. **If the field next to a particular function is blank, the program does nothing.** If you have entered a batch file

name (.BAT), it will export a copy of the transaction to the .\TRACK\OUTBOX subdirectory, and then run the .BAT file that you have specified here. This is what makes the feature so flexible/powerful.

You can make the .BAT file perform whatever functions you choose on the export file in the OUTBOX subdirectory. For example, the following .BAT file updates department records in a related Clipper application that resides on a network drive D:

```
@echo off
copy  \progra~1\TRACK\outbox\dpts*.xmt  d:\progra~1\TRACK\outbox\dpts*.xmt
d:
cd  \progra~1\TRACK
dbfp03.exe
c:
del  \progra~1\TRACK\outbox\dpts*.xmt
```

Notice that the file (DPT.BAT) uses DOS commands to move the export file to the correct area, runs a C program (dbfp03.exe) to do the file update, then uses more DOS commands to return to the home drive and clean up the export file.

This feature is ideal for exporting data to be later imported into a database system for further processing.

The file naming convention for the export data is as follows: **.\OUTBOX\FNCLNNN.XMT**

FNC - First 3 characters specify the function (ex. DPT)
L - Location creating the file (H-Host; S-Store)
NNN - Location number creating the file (Store ID, ex. 001)

Note: *You must create the .BAT files that you wish to use, and store them in the Track directory before defining the names in this screen. The system will not permit you to define a name here without the file already existing in the Track directory!*

DEPARTMENTS:

Creates a DPTLNNN.XMT file, then runs the .BAT file defined.

CLASSES:

Creates a CLSLNNN.XMT file, then runs the .BAT file defined.

VENDORS:

Creates a VNDLNNN.XMT file, then runs the .BAT file defined.

MANUFACTURERS:

Creates a MFGLNNN.XMT file, then runs the .BAT file defined.

MIX/MATCH TABLES:

Creates a MIXLNNN.XMT file, then runs the .BAT file defined.

ADJUSTMENTS:

Creates a ADJLNNN.XMT file, then runs the .BAT file defined.

INVENTORY TRANSACTIONS:

Creates a TRNLNNN.XMT file, then runs the .BAT file defined.

PRINT/POST PO:

Creates a PURLNNN.XMT file, then runs the .BAT file defined.

RECEIVE PO:

Creates a PURLNNN.XMT file, then runs the .BAT file defined.

UPDATE RECEIVED PO:

Creates a PURLNNN.XMT file, then runs the .BAT file defined.

Note: *The last three entries for the Purchase Order system all export to the same file name (PURLNNN.XMT). The export program will APPEND, not OVERWRITE this file. This is the case for each of files specified above. It is the responsibility of your .BAT file to rename and 'clean up' the .XMT files in the .\OUTBOX directory after they have been processed! Otherwise, the data will continue to accumulate until the files are of unmanageable size.*

UPDATE LAST COST FROM TRANSACTION POST (Y/N):

When Receiving or Type R transactions are posted from the Inventory transaction file the last cost for the item will not be updated if this option is set to N.

1.24 INSTALL NEW TrackFI MODULE

The purpose of this program has been superseded by the TrackFI Registration Program.

1.25 TrackFI REGISTRATION

The TrackFI software that you have licensed must be registered before it is activated for full-time use. Call TrackFI Support if you have any difficulty entering your registration data and we will take you through the registration process, which involves entering your company information into the fields below. We enter the same information into our Customer Support System, and generate an activation code that 'unlocks' your software for full-time use. Our purpose for requiring registration is to make sure that we know the locations and modules in use for all TrackFI installations. This will enable us to contact you regarding software upgrades, new support programs, and other related information when the time comes.

Note: *Call TrackFI Support if you have any difficulty entering the information below. Most registration problems involve typing the wrong CASE in the Name, Address, etc. Even a single space out of place will cause registration to fail. Your dealer should have provided you with registration paperwork that has all of the following information on it. Just be sure to type it in exactly as it is shown on the paperwork.*

NAME:

Enter your Company Name.

ADDR:

Enter up to two lines of street address information.

CITY:

Enter your city.

STATE:

Enter the two-character initials of your state.

ZIP:

Enter your zip code.

PHONE:

Enter your voice telephone number.

SITE / MAX USER / VERSION:

Enter these numbers as per your registration paperwork.

CUSTOMER REVISION NUMBER:

Enter these as per your registration paperwork. Press ENTER three times and your Key will automatically generate.

KEY:

Be sure that the Key matches the one on your registration paperwork. If it does not, it means that you typed some part of your Name, Address, etc. incorrectly.

ACT. CODE:

Once the key is generated and it matches the one on your registration paperwork, type in your Activation Code and click the RUN button TWO times. A message saying “Thank you for registering” is your confirmation that you have successful registered your software.

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2. POINT-OF-SALE MENU

The point-of-sale module contains programs used to link the TrackFI Inventory Control System to point-of-sale terminals. This link automatically posts sales information into Inventory and updates the PLU file in the point-of-sale system as a by-product of adding, changing or deleting Inventory Items.

There are three major parts of point-of-sale. The first is Sales. Here is where the PLU Sales from the point-of-sale system are polled, processed, printed and then posted to the Inventory system. An optional Autopilot will take you through each step in sales processing in the correct order.

The second part of point-of-sale is Maintenance. This option is used to transmit Mid-Day Item changes to the point-of-sale terminal(s). As Additions, Changes and Deletions are made to the Item file through Item Maintenance, flags are set to indicate that those items should be transmitted to the point-of-sale system. When Maintenance is run, the program processes each item in turn, formatting it correctly for the point-of-sale terminal in use at each store. The file is then transmitted to the point-of-sale terminal. As with Sales, an Autopilot will lead you through each step to ensure correct processing.

The final portion of point-of-sale is End of Day. This menu provides a completely automated Autopilot that combines the functions of the POS Sales and Maintenance Autopilots, as well as processing price changes from the Price Management module. This system can be run unattended at the close of each business day, and will process all Maintenance and Sales with one telephone call per store.

A vital part of the point-of-sale interface is the communications software that transmits and receives data to and from the point-of-sale system. Your point-of-sale software and TrackFI are tightly integrated in this module to make the pass-through of data as transparent to you as possible. This is done through DOS batch files (.BAT). These batch files, IMPORT.BAT, PRICE.BAT, EOD.BAT and EXPORT.BAT, are linked to the TrackFI menu system in the Import POS Sales, Transmit POS Maintenance and EOD Communications menu selections respectively. Through simple editing of these files, you can tailor the interface to your point-of-sale terminals to your specific requirements. More detail regarding this interface is provided in the Cash Register sections of this manual.

2.1 POS SALES

2.1.1 AUTOPILOT

The Autopilot, as explained above, is an automatic process that will take you through the necessary steps of the POS Sales Menu one by one. It is important to use the Autopilot so that none of the steps are missed while importing the sales data from the point-of-sale system. When you highlight Autopilot and press ENTER or click the Autopilot button on the menu it starts a program that allow you to enter a Store Range and it has four check boxes that correspond to each of the steps required to communicate with the point-of-sale system and process the sales data that is received. If you click the SF5/DoAll button the default store range is set and all the boxes are checked. Clicking the Run button to pop up a reminder that you must have a printer on line. Click “OK” to being communications with the point-of-sale system. The Autopilot automatically runs the four steps detailed in sections 2.1.2, 2.1.3 and 2.1.4.

2.1.2 IMPORT POS SALES

If you do not use the Autopilot, selecting this menu option will execute the instructions contained in the IMPORT.BAT file in your Track directory. This may simply invoke your point-of-sale software, from which you can make selections to start communications manually; or the automated communication features of your point-of-sale system may be setup to automatically transfer sales data without user intervention. The options available are numerous, so you should consult your installing dealership or TrackFI Support for assistance.

2.1.2 CONVERT POS SALES

The second step of the Autopilot sequence is Convert POS Sales. This step will take the data that was polled from the point-of-sale system and convert it to TrackFI - usable format. During the sales convert process the point-of-sale sales files are renamed with a .BAK extension to prevent double-posting of sales data. In the event that Sales Processing fails and must be redone, these .BAK files can be renamed and the Convert POS Sales process repeated.

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key or button to Pop Up a selection list, or Enter to select "First to Last".

2.1.3 PRINT POS SALES

The third step of the Autopilot sequence is Print POS Sales. This step takes the data that was Converted in Step Two and prints it to the Printer, Screen or File. This report provides a detailed listing of items sold and a total for the day. You should retain a copy of this report on file long enough to assist in reconciling inventory at month-end.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

OUTPUT FILENAME:

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

2.1.4 UPDATE POS SALES

The final step of the Autopilot sequence is Update POS Sales.

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

POST SALES TO ACTIVITY FILE?

The updating of sales data to the Inventory Activity file is a two-step process. The sales records are first copied to the Transaction file, and then the Transaction Post program may optionally be run to automatically update the Activity file. To decide whether or not you should auto-update the Activity file, review the following:

Some TrackFI users, especially those with Multi-Store configurations, want to run a Transaction Report that provides more detailed sales reporting than what is included on the POS Sales Report described above. If this is the case with you, you should enter 'N' at this prompt. Only the first

phase of the update will run. You may then switch to the Inventory Transaction Menu and print a Transaction Report for type 'Sal' transactions. After printing and reviewing the report, you must then run the Transaction Post for type 'Sal' transactions to update the Activity file.

Some TrackFI users, on the other hand, find that the information provided on the POS Sales report is sufficient as a record of daily item sales. If this is the case with you, enter 'Y' here. The system will run both phases of the update automatically, and you will not have to complete a second step.

2.2 POS MAINTENANCE

2.2.1 AUTOPILOT

The Autopilot, as explained above, is an automatic process that will take you through the necessary steps of the POS Maintenance Menu one by one and in order. It is important to use the Autopilot so that none of the steps are forgotten while sending item maintenance to the register. You will notice that when you highlight Autopilot and press Enter that it immediately takes you to the POS Maintenance Step One - Create POS Maintenance File. At this point, the following prompts will appear:

PERFORM THIS STEP? (Y/N):

Enter a 'Y' if you want to Create POS Maintenance. Enter 'N' if you want to skip this step. Only skip this step if you are certain that you have already created POS Maintenance.

AUTOMATED SEQUENCE OF ALL STEPS? (Y/N):

Enter a 'Y' if you want the Autopilot to run all steps without any further prompting for your input. All five POS Maintenance steps will then be run without stopping. Enter 'N' if you want to be prompted for input at each step.

Note: *You cannot run this option without an attached printer.*

STORE RANGE:

Enter the range of Store IDs that you want to process. If you selected the Automated Sequence option above, this range of stores will be passed to all steps in the process automatically. If you entered 'N' in the Automated Sequence step, these fields will be skipped.

2.2.2 CREATE POS MAINTENANCE FILE

The first step of the Autopilot sequence is Create POS Maintenance File. As Additions, Changes and Deletions are made to the Item file through Item Maintenance, flags are set to indicate that those items should be transmitted to the point-of-sale system. When Create POS Maintenance is run, the program processes just the flagged items, copying them into a work file for later printing, editing/deletion and transmission to the point-of-sale system. Create POS Maintenance also scans the Promo Price area of the item record to activate/deactivate sale items.

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

INCLUDE PROMOS? (Y/N):

Enter 'Y' if you want to activate all Promo Prices (from the Item file) that have a Promo On Date **less than or equal to tomorrow's date**. A 'Y' selection will also include in this maintenance batch all normal Retail Prices for items going off sale. These are items that have a Promo Off Date **less than or equal to today's date.**

If you do not want to activate either Promo On or Promo Off items, enter 'N'.

The reason for inclusion of this option is that many TrackFI users send File Maintenance to their point-of-sale systems several times each day. If Promo Maintenance could not be excluded, then sale prices would be transmitted to the point-of-sale system in the first batch of maintenance sent that day. Since Promo On dates are activated the day before, **sale prices would activate one day too early.** To avoid this, you should use the 'N' option to send all batches during the day. Then use the 'Y' option at day end in preparation for the next day's business. When scanning starts the next morning, sale prices will be in effect.

2.2.3 PRINT POS MAINTENANCE FILE

The second step of the Autopilot sequence is Print POS Maintenance File. This step allows you to review all item maintenance that will be sent to the point-of-sale system so that any necessary changes can be made before it is sent. The maintenance data can be printed to the screen for you to view, to a printer, or to a file on the computer for future reference. To run the Print POS Maintenance process, you must perform the following steps:

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

OUTPUT FILENAME:

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

2.2.4 EDIT/DELETE MAINTENANCE RECORDS

The third step of the Autopilot sequence is Edit/Delete Maintenance Records. After you have printed the Maintenance Records in the previous step, you may decide that some of the maintenance that was performed was incorrect. It is at this time that you can Edit or Delete those records to prevent them from going to the register incorrectly.

One of the primary uses of this screen is to enable you to change the Maintenance Type of the record prior to transmission. An improper Maintenance Type can cause the record to be rejected by the point-of-sale system. For example, if you attempt to transmit a record with a Type 2 (Add) to a point-of-sale system where that record already exists, the record may generate a maintenance error and be rejected. Likewise, if you attempt to transmit a record with a Type 4 (Replace/Change) to a point-of-sale system where that record does not exist, a maintenance error may be generated and the record rejected. This happens often when new systems are being brought on line and a large amount of maintenance is being done. Careful use of this screen will enable you to avoid the frustration of repeated transmissions to get a good PLU file into the point-of-sale system.

STORE:

Enter the store number that you want to edit or delete records for, then use F4. All Maintenance records for that store will appear on the screen. Use the arrow keys to find the record you want to edit or delete.

TYPE:

You will notice that the only field you can edit in the record is the Type field. The Type field denotes whether the item is a new item (Type 2), an item that has been changed (Type 4), or an item that has been deleted (Type 3). You may change this field if necessary and use F9 to save your changes. If something other than the Type is incorrect, your only option at this point is to delete the record. With the cursor positioned at the record use ShiftF7 to delete the item from the Maintenance file. Note that you may run the Autopilot as many times as necessary to correct the POS Maintenance File. The file will be added to, or appended, until it is sent to the register.

When you have completed the Edit/Delete process, use Escape to continue to the next step of the Autopilot sequence.

2.2.5 EXPORT POS MAINTENANCE FILE

The fourth step of the Autopilot sequence is Export POS Maintenance File. This step exports the maintenance data created, reviewed and edited in the previous steps to the point-of-sale system.

It is critical that your EXPORT.BAT file (covered in the next section) provide a means to rename the file sent to your point-of-sale system to a .BAK after a successful transmission to the point-of-sale system. If this is not done, the file will continue to grow with each POS Maintenance session and the same data will be re-transmitted each time.

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

2.2.6 TRANSMIT POS MAINTENANCE FILE

The system will now execute the instructions contained in the EXPORT.BAT file in your Track directory. This may simply invoke your point-of-sale software, from which you can make selections to start communications manually; or the automated script feature described above could begin processing. The options available are numerous, so you should consult your installing dealership or TrackFI Support for assistance in creating a communications interface that will meet your requirements.

Note: *If you need to re-transmit a file for any reason, exit to DOS and change your point-of-sale system directory. The file just transmitted will have a .BAK extension, having been renamed by the EXPORT.BAT file. Rename this file and run the Transmit POS Maintenance File step again.*

2.3 END OF DAY

The End of Day menu combines the functions of the POS Sales and Maintenance menus, as well as a selection from the Price Management system menu to provide completely automated interaction with the point-of-sale terminal(s) at the end of your business day.

2.3.1 AUTOPILOT

The Autopilot, as explained above, is an automatic process that will take you through the necessary steps of the End of Day Menu one by one and in order. It is important to use the Autopilot so that none of the steps are forgotten while sending item maintenance to the register. You will notice that when you run the Autopilot, a screen with check boxes allows you to mark which programs you would like for the Autopilot to run. Clicking the Run button begins processing

Note: *You cannot run this option without an attached printer.*

STORE RANGE:

Enter the range of Store IDs that you want to process.

2.3.2 CREATE POS MAINTENANCE FILE

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

INCLUDE PROMOS? (Y/N):

Enter 'Y' if you want to activate all Promo Prices (from the Item file) that have a Promo On Date **less than or equal to tomorrow's date**. A 'Y' selection will also include in this maintenance batch all normal Retail Prices for items going off sale. These are items that have a Promo Off Date **less than or equal to today's date.**

If you do not want to activate either Promo On or Promo Off items, enter 'N'.

2.3.3 PRINT POS MAINTENANCE FILE

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

2.3.4 EDIT/DELETE MAINTENANCE RECORDS

STORE:

Enter the store number that you want to edit or delete records for, then use F4. All Maintenance records for that store will appear on the screen. Use the arrow keys to find the record you want to edit or delete.

TYPE:

You will notice that the only field you can edit in the record is the Type field. The Type field denotes whether the item is a new item (Type 2), an item that has been changed (Type 4), or an item that has been deleted (Type 3). You may change this field if necessary and use F9 to save your changes. If something other than the Type is incorrect, your only option at this point is to delete the record. With the cursor positioned at the record use ShiftF7 to delete the item from the Maintenance file. Note that you may run the Autopilot as many times as necessary to correct the POS Maintenance File. The file will be added to, or appended, until it is sent to the register.

When you have completed the Edit/Delete process, use Escape to continue to the next step of the Autopilot sequence.

2.3.5 EXPORT POS MAINTENANCE FILE

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

2.3.6 EXPORT PRICE CHANGE BATCHES

The purpose of this program is to export price change batch data from the Price Management module of TrackFI into the format required by your point-of-sale system. To do this, the program first searches the Price Master File for price records with a **Date Off** less than or equal to today's date. All those selected are exported to your point-of-sale subdirectory. The file naming convention used is PFNNNN.P13, where PF is the root name and NNNN is the store number. An example of a valid file name is PF0001.P13. If the file exists, the system will append the latest data to the end of the file. All records exported to the PFNNNN.P13 file are then deleted from the Price Master File. The Promo On and Promo Off Date fields in the Item Master file are also cleared at this time.

The program next searches for price records with a **Date On** less than or equal to **tomorrow's** date. This permits you to run the program the night before a sale is to start, and the items will ring correctly in the morning. All those records selected are exported to your point-of-sale system subdirectory.

For Datasym systems only one Price File is generated for On and Off prices: PFnnnn.P13. See the Datasym section of this manual for complete details.

STORE ID RANGE: {1 } TO {1 }

Select the range of Stores that you wish to process.

QUICK BATCH ID: _____ (PRESS 'ENTER' FOR NONE)

ENTER at this field for NONE. This field is in use in earlier versions of the software to permit the entry of immediate price change batches. The requirement for immediate price changes is now handled through POS Maintenance.

2.3.7 END OF DAY COMMUNICATIONS

The End of Day Communications program runs a batch file named EOD.BAT. This batch file should contain the appropriate point-of-sale system commands required to transmit both the Item Maintenance (PLNNNN.P13) and Price Management (PFNNNN.P13) files to the point-of-sale system. Additionally, this batch file should contain the commands required to poll the point-of-sale system for sales data.

CONVERT POS SALES

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

2.3.8 PRINT POS SALES

The third step of the Autopilot sequence is Print POS Sales. This step takes the data that was converted in Step Two and prints it to the Printer, Screen or File. This report provides a detailed listing of items sold and a total for the day. You should retain a copy of this report on file long enough to assist in reconciling inventory at month-end.

STORE ID RANGE:

Enter the range of stores that you want to include on the report. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

2.3.9 UPDATE POS SALES

The final step of the Autopilot sequence is Update POS Sales.

STORE ID RANGE:

Enter the range of stores that you want to include in processing. Use the ShiftF4 key to Pop Up a selection list, or Enter to select "First to Last".

POST SALES TO ACTIVITY FILE?

The updating of sales data to the Inventory Activity file is a two-step process. The sales records are first copied to the Transaction file, and then the Transaction Post program may optionally be run to automatically update the Activity file. To decide whether or not you should auto-update the Activity file, review the following:

Some TrackFI users, especially those with Multi-Store configurations, want to run a Transaction Report that provides more detailed sales reporting than what is included on the POS Sales Report described above. If this is the case with you, you should enter 'N' at this prompt. Only the first phase of the update will run. You may then switch to the Inventory Transaction Menu and print a Transaction Report for type 'Sal' transactions. After printing and reviewing the report, you must then run the Transaction Post for type 'Sal' transactions to update the Activity file.

Some TrackFI users, on the other hand, find that the information provided on the POS Sales report is sufficient as a record of daily item sales. If this is the case with you, enter 'Y' here. The system will run both phases of the update automatically, and you will not have to complete a second step.

3. PRICE MANAGEMENT MENU

3.1 SPECIAL PRICE MAINTENANCE

The Special Price Maintenance Module of TrackFI allows you to create Price Maintenance batches for transmission to your cash register. Through the Special Price Maintenance Module, you can manage promotions and price changes weeks or months in advance, and when the time comes for the price of the item to change, it will happen automatically.

Auto Price Change Batches are made up of items selected by TrackFI automatically, based on group criteria that you specify. This feature is ideal for mass price changes on items from a common manufacturer or vendor (eg. cigarettes, soft drinks, etc.)

Manual Price Change Batches are created by you, one item at a time. This feature is used for weekly/monthly promotions made up of a wide variety of items that you select based on special vendor pricing, a newspaper circular, or other criteria.

A key point to remember is that changes made here do not affect the Item File record permanently, unless you indicate that they should. This allows you to change the Item type to Mix & Match for the length of a sale, for instance, and then return it to its Normal status when the sale is over.

AUTOPILOT

The Autopilot, as explained above, is an automatic process that will take you through the necessary steps of the Special Price Maintenance Menu one by one and in order. While the Autopilot is provided, you may prefer to use the components of the system individually.

3.2 CREATE AUTO PRICE CHANGE BATCHES

Note: When these ranges - Store, Department, Class, Vendor and Aisle - are filled in, and all other ranges are First to Last a new index will be used to speed up processing of the price batch. This is useful to some folks but not all.

Note: If the Vendor Item Number Range fields are **other** than first to last, and all other fields **are** first to last, the system will quickly lookup all matching records from the Item File and add them to the Price Batch file. This speeds up processing time.

ZONE ID RANGE:

Not activated at this time.

STORE ID RANGE:

Enter the Range of Stores that are to be included in the Price Change Batch. For example, if you want only those items in Store 1 included in the Price Change Batch, enter 1 to 1. Use ShiftF4 to pop up a list of possible Stores.

DEPARTMENT RANGE:

Enter the Range of Departments that are to be included in the Price Change Batch. For example, if you want only those items in Department 1 included in the Price Change Batch, enter 1 to 1. Use ShiftF4 to pop up a list of possible Departments.

CLASS RANGE:

Enter the Range of Classes that are to be included in the Price Change Batch. For example, if you want only those items which are 12 OZ. Soft Drinks in cans, and that Class Code is SD12, enter SD12 to SD12. Use ShiftF4 to pop up a list of possible Classes.

VENDOR RANGE:

Enter the Range of Vendors that are to be included in the Price Change Batch. For example, if you want only the items from your Coca-Cola Distributor, whose Vendor Code is XYZ, enter XYZ to XYZ. Use ShiftF4 to pop up a list of possible Vendors.

MANUFACTURER RANGE:

Enter the Range of Manufacturers that are to be included in the Price Change Batch. For example, if you want only those items manufactured by Coca-Cola, whose Manufacturer Code is COKE, enter COKE to COKE. Use ShiftF4 to pop up a list of possible Manufacturers.

PRICE POINT RANGE:

Enter the Price Point Range that is to be included in the Price Change Batch. For example, if you want only those items that are priced between $1.00 and $2.00, enter 1.00 to 2.00.

AISLE RANGE:

Enter the Range of Aisles that are to be included in the Price Change Batch. For example, if you want only those items on Aisles 1 through 3, enter 1 to 3.

DESCRIPTION:

Enter the Item Description that you want to include in the Price Change Batch. This is rarely used, but could find all items with a common description.

CODE:

Enter the Code Field contents that you want to include in the Price Change Batch. For example, if you are using the Code Field to define color, you could enter 'RED', and only red items will be included in the batch.

ITEM #/ LEVEL RANGE:

Enter the Range of Items and corresponding Level codes that are to be included in the Price Change Batch. For example, if you want only those items whose Item Number is between 1000 and 2000 and have a Level Code of 0, enter 1000 0 to 2000 0. Use ShiftF4 to pop up a list of possible Items and corresponding Levels.

VENDOR ITEM # RANGE:

Enter the Range of Vendor Item Numbers that are to be included in the Price Change Batch. For example, if you want only those items which have a Vendor Item Number between 100 and 200, enter 100 to 200. Use ShiftF4 to pop up a list of possible Vendor Item Numbers.

NEW PRICE:

If all items in the Price Change Batch are changing to the same New Price, enter the New Price here. If the Items in the Price Change Batch are changing by a dollar amount or percentage, skip this field and proceed on to the next field.

% CHANGE <+ OR ->:

If all items in the Price Change Batch are increasing by a certain percentage, enter the percentage. For example, if all items are increasing by 10%, enter 10. If all items are decreasing by a certain percentage, enter the percentage proceeded by a minus sign. For example, if all items are decreasing by 10%, enter -10.

$ CHANGE <+ OR ->:

If all items in the Price Change Batch are increasing by a certain dollar amount, enter the dollar amount. For example, if all items are increasing by $1, enter 1. If all items are decreasing by a certain dollar amount, enter the dollar amount proceeded by a minus sign. For example, if all items are decreasing by $1, enter -1.

MIX AND MATCH TBL:

If all items in the Price Change Batch are going to be Mix and Match, such as 3 for $1, enter the Mix and Match Table Code from the list. Use ShiftF4 to pop up a list of possible Mix and Match Tables.

DATE ON:

Enter the date that the Price Changes are to take effect in MM/DD/YY format. For example, if the Price Changes are to take effect on October 31, 1992, enter 10/31/92.

DATE OFF:

Enter the date that the Items in the Price Change Batch are to return to their normal price in MM/DD/YY format. For example, if the Items are to return to their normal price on November 14, 1992, enter 11/14/92. **Note - If this is a permanent price change, do not enter a date in the Date Off Field.**

RETAIL ROUNDING? (Y/N):

If the items in the Price Change Batch are to be rounded so that the price ends with a 5 or a 9, use "Y". For example, if an item was changed by a percentage and the new price was $1.57, it would be rounded to $1.59. Any price ending below 5 would be rounded to end with a 5, and any price ending above a 5 would be rounded to end with a 9. If the items are not to be rounded, use "N".

BATCH ID:

If you want to assign a name to the Price Change Batch that you have just created so that it is distinguishable to you, you may do so in the Batch ID field. For example, the Price Change Batch created above could be called COKE1031. If you are advertising a sale in a newspaper insert or circular, you can batch together all of the items that will be printed in the advertisement.

STATUS CHANGE? (Y/N):

If the items in the Price Change Batch require that Screen 2 of the item be modified, use "Y" and Screen 2 will appear. You may modify the Status bits on the screen as desired and use F9 to save the modifications. The modifications will be in place for the duration of the Price Change.

3.3 PRINT PRICE CHANGE BATCHES

This function permits you to print listings of the price change batches that currently exist in the Price Master File. These batches could have been created either through Auto-Create, or entered into Manual Price Change Batches. These listings can be used to edit batches for accuracy, or as a record of batch contents to assist in changing shelf prices prior to batch activation.

STORE ID RANGE:

Enter the range of stores that you wish to print listings for. To select a single store, enter identical information in both fields.

BATCH ID RANGE:

Enter the Batch ID range that you wish to print listings for. To select a single batch, enter identical information in both fields.

PRICE POINT RANGE:

Enter the Retail Price range that you wish to print listings for.

ITEM #/LEVEL RANGE:

Enter the Item #/Level combination that you wish to print listings for.

PROMO DATE RANGE:

Enter the beginning and ending dates for the promotions that you wish to print a listing for. This feature is useful in printing multiple batches that have the same beginning and ending Promo dates.

PAGE/BREAK/NONE ON BATCH ID? (P/B/N): _

Select 'P' if you want a new page to print for each batch.
Select 'B' if you want to insert a line (Break) between each batch.
Select 'N' if you want no separation between batches.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE? _ (Enter 'P', 'S' or 'F')

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

3.4 MANUAL PRICE CHANGE BATCHES

The Manual Price Change Batches Entry/Edit screen permits you to create your own batches by selecting items individually, rather than having the system select groups of items for you. This is most commonly used for store sales that consist of a variety of items that cut across a broad section of department/class or other identifiers. Sales can be planned in the system along with advertising inserts or circulars, and then automatically activated when the sale date arrives.

As with other TrackFI entry screens, the screen initially defaults to EDIT, or change mode. This is used to change or delete price transactions that have already been entered into the system. ADD mode is selected by using F5. Additionally, note that F8 is activated, allowing you to switch to Screen 2, and modify the point-of-sale status bits for the length of the promotion. Once the Date Off rolls around, the normal status of the item will be returned to the point-of-sale system. This is extremely useful in permitting you to run Mix & Match pricing for the length of the sale, and then return the item to normal pricing when the sale is over.

STORE ID:

Enter or find the store id that you want to work with.

STORE NAME:

Displays the name of the selected Store ID.

ITEM #:

Enter the number or number/letter combination used to select this item. 6-digit UPC-E codes should be preceded by an asterisk (*), and the code will be expanded to 10 digits automatically. Search on this field, or it will display from the Item File if the Item is selected using another method.

LEVEL:

The level of the Item you wish to select.

VENDOR ITEM #:

The number that the vendor or distributor assigns to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

DESC:

The Description field contains the name assigned to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

CODE:

The Code field is used to further describe or classify this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

CURRENT PRICE:

The current rice will display from the Item File for the record selected.

NEW PRICE:

Enter the new Retail Price for the Item. This will update the Promo Price field in the Item File if this is a temporary price, or will change the Retail Price field if it is a permanent price change. This price will be activated in the point-of-sale system automatically on the date specified in the Date On field. This field should be left blank if you wish to use the Mix and Match pricing method that follows.

MIX AND MATCH TABLE:

Enter the Mix and Match table number that controls pricing for this item. Use ShiftF4 to search if you are uncertain of the valid table numbers.

DATE ON:

Enter the date that you wish the New Price or Mix/Match table defined above to be effective. This should be the date you want the new price ringing on the point-of-sale system.

DATE OFF:

Enter the date that you wish the Retail Price defined in the Item File to go back into effect. **Note - If this is a permanent price change, do not enter a date in the Date Off Field.**

BATCH ID:

Enter a word or number that uniquely identifies this batch of price changes. For example, you might use the effective date of the promotion ("P111592"), a name (PEPSI), or some combination thereof. If you leave this field blank, the system will automatically assign a sequential ID for you.

3.5 EXPORT PRICE CHANGE BATCHES

The purpose of this program is to export price change batch data from the Price Management module of TrackFI into the format required by your point-of-sale system. To do this, the program first searches the Price Master File for price records with a **Date Off** less than or equal to today's date. All those selected are exported to your point-of-sale system subdirectory. The file naming convention used is PFNNNN.P13, where PF is the root name and NNNN is the store number. An example of a valid file name is PF0001.P13. If the file exists, the system will append the latest data to the end of the file. All records exported to the PFNNNN.P13 file are then deleted from the Price Master File. The Promo On and Promo Off Date fields in the Item Master file are also cleared at this time.

The program next searches for price records with a **Date On** less than or equal to **tomorrow's** date. This permits you to run the program the night before a sale is to start, and the items will ring correctly in the morning. All those records selected are exported to your point-of-sale system subdirectory. The file written to is the same PFNNNN.P13 file. If the file exists, the system will append the latest data to the end of the file. These records are then flagged as sent, so that they are not sent a second time. The Promo Price, Promo On and Promo Off Date fields in the Item Master File are updated with the New Price, Date On and Date Off information at this time. If no Date Off is selected, then the Retail Price field in the Item Master File is updated rather than the Promo fields.

STORE ID RANGE: {1 } TO {1 }

Select the range of Stores that you wish to process.

QUICK BATCH ID: _____ (PRESS 'ENTER' FOR NONE)

ENTER at this field for NONE. This field is in use in earlier versions of the software to permit the entry of immediate price change batches. The requirement for immediate price changes is now handled through POS Maintenance.

3.6 TRANSMIT PRICE CHANGE BATCHES

The system will now execute the instructions contained in the PRICE.BAT file in your Track directory. This may simply invoke your point-of-sale system menu, from which you can make selections to start communications manually; or the automated script feature provided in your point-of-sale software could begin processing. The options available are numerous, so you should consult your installing dealership or TrackFI Support for assistance in creating a communications interface that will meet your requirements.

3.7 GROSS MARGIN/BATCH REPORT

This function permits you to print a listing of Items that have unacceptable Gross Margin percentages after having had promo prices calculated. Once identified you can correct any items in the batch you find unacceptable.

STORE ID RANGE:

Enter the range of stores that you wish to print listings for. To select a single store, enter identical information in both fields.

BATCH ID RANGE:

Enter the Batch ID range that you wish to print listings for. To select a single batch, enter identical information in both fields.

PRICE POINT RANGE:

Enter the Retail Price range that you wish to print listings for.

ITEM #/LEVEL RANGE:

Enter the Item #/Level combination that you wish to print listings for.

PROMO DATE RANGE:

Enter the beginning and ending dates for the promotions that you wish to print a listing for. This feature is useful in printing multiple batches that have the same beginning and ending Dates.

GROSS MARGIN RANGE: LT_____% or GT_____%

Enter a range of acceptable gross margins - anything outside of that range is what will print on the report. e.g. LT 35 % or GT 62 % means that any gross margins not between 35 and 62 % inclusive will not show on this report.

GROSS MARGIN REPT/BATCH LISTING: (G/B)

Select 'G' if you want to print the Gross Margin Report as outlined above. (The Orig Price column will be left blank in the Report)
Select 'B' if you want to print a simple Batch Report with regard to Gross Margin exclusions. (The Cost column will be left blank)

PAGE/BREAK/NONE ON BATCH ID? (P/B/N): _

Select 'P' if you want a new page to print for each batch.
Select 'B' if you want to insert a line (Break) between each batch.
Select 'N' if you want no separation between batches.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE? _ (Enter 'P', 'S' or 'F')

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

NOTE: In the report "Buyer" comes from the CODE field; "Class/Sub" come from the CLASS & AISLE fields; and "Style" comes from the VENDOR ITEM# field.

3.8 BATCH COPY UTILITY

This utility allows you to copy an existing batch to a new batch id for the purpose of duplicating a promo at a later date. It will also allow you to alter or extend the dates of a batch that is already created.

BATCH ID:

Enter the Batch ID which you want to copy or extend/shorten the promo Dates

STORE ID RANGE:

Enter the Store Range for which you wish to copy Price Batches. If you want a single store enter identical information in each field. Note that the batch/store must exist already in order to be copied. e.g. If you are copying batch id “promo1” to “promo2” for stores 1-5, but “promo1” does not presently exist for store 3, then “promo2” will not be created for store 3 on the output side.

NEW BATCH ID:

Enter the name for New Batch if you are copying and existing batch. If you are simply changing the dates on an existing batch then leave this field BLANK.

DATE ON: _____ OFF: _____

If you are copying an existing batch to a new batch then enter the new dates for the new batch. These should not overlap the dates from the existing batch. If you are copying batch id “promo1” to “promo2” and “promo1” runs from 10/01/12 to 10/31/12 and you want “promo2” to run for the month of December as well the enter 12/01/12 and 12/31/12.

If you are simply changing the dates on an existing batch then only enter the date you want to change. It is not necessary to enter both of them if only one is changing.

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4. PURCHASE ORDERS MENU

4.1 ENTER/EDIT PURCHASE ORDERS

The purpose of Enter/Edit Purchase Orders is to permit the creation and modification of NEW vendor purchase orders. In the Purchase Order system, a PO document will have one of two statuses: NEW or OPEN. A NEW PO is one that has been entered, but not yet posted to Inventory. An OPEN PO is one that has been posted to Inventory as On Order, and is awaiting the arrival of the merchandise to begin the Receiving function.

There are Three Screens in Enter/Edit Purchase Orders. Screen 1 is where PO Header information is entered. Screen 2 is where the detail lines for the PO are entered. Screen 3 provides a quick display of all previously entered lines. As with other TrackFI modules, the screens are accessed using the F8 (forward) and F7 (backward) keys.

A PO Total is calculated from the total of all entered PO lines. This total is recalculated as each line is saved, and when moving from screen to screen.

SCREEN 1

STORE ID:

Enter or Find the Store ID that you want to work with.

STORE NAME:

Displays the name of the selected Store ID.

PO #:

In ADD Mode, type the PO number you wish to use, or ENTER for the system to assign the next sequential number. In EDIT Mode, use ShiftF4 to search for the PO that you wish to edit.

INVOICE #:

Not accessible in Enter/Edit (used in Receiving POs).

STATUS:

Displayed by the system. Will be set to NEW in this screen.

VENDOR ID:

Enter the Vendor ID that you will be ordering from, or ShiftF4 to search the Vendor Master File. The Vendor ID must exist in the Vendor Master File in order to enter a PO for it.

NAME:

The Vendor Name will display from the Vendor Master File.

ADDR:

The Vendor Address will display from the Vendor Master File.

CITY:

The Vendor City will display from the Vendor Master File.

STATE:

The Vendor State will display from the Vendor Master File.

ZIP:

The Vendor Zip Code will display from the Vendor Master File.

PO DATE:

The date you are creating the PO. The system date will display as a default if ENTER is pressed.

REQ DATE:

The date that the merchandise ordered is required. 'ASAP' will display as the default if ENTER is pressed.

BUYER:

The name of the person creating the PO.

CONFIRMED BY:

The Vendor Contact confirming the PO. The Contact name will display as a default from the Vendor Master File, but may be overwritten if desired.

FREIGHT TERMS:

Freight terms with this Vendor. The Freight Terms will display as a default from the Vendor Master File, but may be overwritten if desired.

SHIPPER:

The shipping company handling this order. The Shipper will display as a default from the Vendor Master File, but may be overwritten if desired.

FOB:

The FOB point. FOB will display as a default from the Vendor Master File, but may be overwritten if desired.

PAYMENT TERMS:

The payment terms for this PO. The Payment Terms will display as a default from the Vendor Master File, but may be overwritten if desired.

SHIP TO STORE ID:

Select the Store ID that the merchandise is to be delivered to. The Store ID selected above will default, but may be overridden by using ShiftF4 to select a different store. The store must be defined in the Store Master File in order to be selected.

NAME:

The Store Name will display from the Store Master File.

ADDR:

The Store Address will display from the Store Master File.

CITY:

The Store City will display from the Store Master File.

STATE:

The Store State will display from the Store Master File.

ZIP:

The Store Zip Code will display from the Store Master File.

TAX STATUS:

The Tax Status of this order. Defaults to 'N' for non-taxable. Used for display purposes only.

PRICE TYPE:

The Price Type for the merchandise on this PO. Defaults to 'C' for Cost. Used for display purposes only.

REMARKS:

Enter any remarks desired in the Header of the PO. For example, 'RUSH OVERNIGHT', or other instructions to the vendor. The Message field below will provide three lines of space for longer instructions.

PO TOTAL:

The calculated total of all entered PO lines (Screen 2).

FREIGHT:

Enter any freight charges for this PO.

TAX:

Enter any tax charges for this PO.

MISC CHARGES:

Enter any miscellaneous charges for this PO (handling, COD, etc.)

DISCOUNT:

Enter any Vendor Discounts for this PO.

INVOICE TOTAL:

The calculated total that includes PO Total, Freight, Tax, Misc Charges and Discount.

MSG:

The Message field. Touch the F4 key to display three lines of entry, to print at the bottom of the PO. This may be used for special preparation, packing or shipping instructions to the vendor.

SCREEN 2

Screen 2 is used to enter or edit PO line items. The Mode (Add/Edit) defaults from Screen 1, but can be changed using F5. For instance, you can add lines to an existing PO by toggling to ADD mode. Or, you can change a previously entered line by changing from ADD to EDIT mode. As in other TrackFI screens, existing lines can be accessed by entering the Line # and using F4, or by using ShiftF4 (or Triple-Dot-PopUp) (or using Triple-Dot-PopUps) and selecting from a list. When in ADD mode, the Line # will increment automatically by 1 as each line is saved using F9.

STORE ID:

Displays the Store ID selected on Screen 1.

STORE NAME:

Displays the name of the selected Store ID.

PO #:

Displays the PO # selected on Screen 1

INVOICE #:

Not used in Enter/Edit POs.

STATUS:

Displayed by the system. Will be set to NEW in this screen.

LINE #:

The unique number associated with each line on the PO. In ADD mode, will increment by one digit automatically as each line is saved using F9. In EDIT mode, search for the line number you wish to change.

ITEM #:

Enter the number or number/letter combination used to select this item. 6-digit UPC-E codes should be preceded by an asterisk (*), and the code will be expanded to 10 digits automatically. Search on this field, or it will display from the Item File if the Item is selected using another method.

If the Item that you wish to order is not set up in the Item File, then you can access the Item Master File screen by using ShiftF4 twice. Once in the Item Master File screen, add the item and save it using the normal method. Then ESC to display the Pop Up search screen. Use F4 to display the new item, then select it using the ENTER key. You will then return to PO Screen 2.

TrackFI provides a method for entering Non-Stock Items. These are Items that you do not plan to stock but are ordering for a particular customer, or Items for which you do not have all of the information required to set them up in the Item Master File (such as the UPC code). To order the Item, type 'NS' at the Item # prompt. The system will then assign a number to the item, and flag it as Non-Stock. Non-Stock Items will not update the Activity File for On-Order Quantity, but will stay with the PO until the time of Receiving. At that point, the real UPC for the Item must be entered to replace the temporary Item # assigned by the system or it will not be applied to inventory.

LEVEL:

The level of the Item you wish to select.

VENDOR ITEM #:

The number that the vendor or distributor assigns to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

DESC:

The Description field contains the name assigned to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

CODE:

The Code field is used to further describe or classify this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

QTY ORDERED:

Enter the quantity of the selected Item that you wish to order. The quantity must relate to the Unit of Measure (either EA or CS) entered in the Unit field. **The LINE ITEM COMMENT field can be entered here or on any of the following fields. This 40-character field is accessed by selecting the ShiftF4 key.**

UNIT:

The Unit of Measure used to order the selected Item (EA or CS). The default value is related to the value entered in the Case Quantity field in the Item Master File. If the Case Quantity field is blank, the Unit field will default to EA. If the Case Quantity field has a numeric value, then the default will be CS. The default can be toggled using F4, and the resulting Cost and Retail extensions will be recalculated.

QTY RECEIVED:

This field is by-passed in Enter/Edit POs. It will be used in Receive Purchase Orders.

QTY B/O:

THIS FIELD IS BY-PASSED IN ENTER/EDIT POs. It will be used in Receive Purchase Orders.

CASE QTY:

Displays from the Item Master File. Cannot be edited on this screen.

QTY ON HAND:

Displays from the Activity File. Cannot be edited on this screen.

QTY ON ORDER:

Displays from the Activity File. Cannot be edited on this screen.

DATE LAST ORD:

Displays from the Activity File. Cannot be edited on this screen.

UNIT COST:

The purchase price of this Item from the selected Vendor. The Last Cost value from the Item Master File will default, but may be overridden if desired. The cost should relate to the Unit of Measure selected in the Unit field (e.g. should be case cost if Unit = CS).

TOTAL COST:

The extended cost for this line. Calculated as:

Qty Ordered × Unit Cost

ITEM RETAIL:

The Retail Price for this Item. The current Retail Price from the Item Master File will default, but may be overridden if desired. When received, this value will update the Item Master File and become the new Retail Price at the point-of-sale system.

GM%:

The Gross Margin % for this Item. Calculated as:

(Retail Price - Unit Cost) ÷ Retail Price

TOTAL RETAIL:

The extended retail for this line. Calculated as:

Qty Ordered × Item Retail

PO TOTAL:

The calculated total of all entered PO lines. This total is updated after each line is saved using F9.

SCREEN 3

The purpose for Screen 3 is to provide a display of previously entered PO lines. This is a useful way to review the work you have done on a large order without having to print the entire order, or page through the order one line at a time on Screen 2. The only field that is active on the screen is the Line # field, which can be used in conjunction with the F4 or ShiftF4 keys to search for the line number that you wish to start the display.

4.2 PRINT/POST PURCHASE ORDERS

The purpose for the Print/Post Purchase Orders program is to permit you to print a PO for review/correction and for mailing/FAX to your vendor. Once the correct PO is printed, the POST selection may be run, which does two things. First, the Status on the PO is changed from NEW to OPEN (awaiting receipt of the merchandise). Second, the Inventory Activity file is updated with Quantity on Order and Date Last Ordered for each item on the PO. Once the PO is in an OPEN status, any changes made to it update the Activity File real-time.

NOTE: Remember that if the PONOTES.TXT file is set up in the Track directory then whatever message is contained in that text file will print on the PO.

STORE:

Select the store for which to print or post a PO. Only one store may be selected at a time.

PO NUMBER:

Select the PO that you wish to print or post.

VENDOR ID:

Select the vendor whose PO you wish to print or post. If selected, this will limit the selection of individual POs to those assigned to this vendor.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE? _ (Enter 'P', 'S' or 'F')

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

PRINT PO? (Enter a 'Y' or an 'N')

Enter 'Y' to print the PO. Enter 'N' and use the arrow keys to return to the top of the screen and change your selections, or to move to the Post PO option.

EXPORT FOR EDI? (Enter a 'Y' or an 'N')

Not Active.

POST PO? (Enter a 'Y' or an 'N')

Enter 'Y' to post the PO. Enter 'N' and use the arrow keys to return to the top of the screen and change your selections.

Note: *It is possible to skip the print option and to post the PO without first printing it. The print step is recommended as a means of ensuring that the PO data is correct prior to posting, however.*

4.3 PRINT RECEIVER DOCUMENT

The purpose of the Print Receiver program is to provide a listing of the PO in a format that is easy to use in receiving merchandise. This report should be printed after the PO is posted, and filed in the receiving area of the store or warehouse. Once the merchandise arrives, the person in charge of receiving can note the actual quantities received on each line, or just note the lines where the quantity received is **different** from the quantity ordered. These exception lines may then be entered in the Receive Purchase Orders program, and the entire order quickly received into stock.

STORE:

Select the store for which to print a Receiver. Only one store may be selected at a time.

PO NUMBER:

Select the PO for which you wish to print a Receiver.

VENDOR ID:

Select the vendor for whose PO you wish to print a Receiver. If selected, this will limit the selection of individual POs to those assigned to this vendor.

STATUS:

Enter the Status of PO that you wish to print a Receiver for.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE? _ (Enter 'P', 'S' or 'F')

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

PRINT PO? (Enter a 'Y' or an 'N')

Enter 'Y' to print the Receiver. Enter 'N' and use the arrow keys to return to the top of the screen and change your selections.

4.4 RECEIVE PURCHASE ORDERS

The purpose of the Receive Purchase Orders program is to permit the receiving of merchandise against a previously entered PO. The screen formats are identical to those used in Enter/Edit POs. Receiving can be done in one of two different ways, depending on the status of the shipment. If the shipment is either completely received or almost completely received, you can choose the Full Receipt option. If the shipment is only partially received, you can choose the Partial Receipt option. These options are explained in detail below.

You can also receive merchandise that was not ordered. If the non-ordered mdse. arrives with a shipment for which you have a PO in the system, you can simply add another line in Screen 2 and include it with the ordered items. If you receive goods for which no order was entered at all, you can use ADD mode on Screen 1 and the system will generate a special type 'R' PO # to flag the shipment as non-ordered. In either case, when the Update Received POs program is run, these items will post to the Activity File as if they had been ordered normally.

SCREEN 1

FULL OR PARTIAL RECEIPT?

Full Receipt is the default, and assumes that most of the merchandise ordered has been received. Thus, all items are flagged received as ordered unless you indicate otherwise on Screen 2. **You only need to adjust the Qty Received for these exceptions.** If there are no exceptions, then after hitting the ENTER key here, just use ShiftF4 to find the PO you want to receive, F9 to save the PO and proceed to the Update Received Purchase Orders menu option.

Partial Receipt is used when you have received only a portion of the items ordered on this PO. If 'P' is selected, then no line items are flagged as received, and **you must receive each line individually on Screen 2 in order for it to be posted** in Update Received Purchase Orders process.

STORE ID:

Enter or Find the Store ID that you want to work with.

STORE NAME:

Displays the name of the selected Store ID.

PO #:

In EDIT Mode, use ShiftF4 to search for the PO that you wish to receive. Once the PO is selected, all of the fields on Screen 1 will display their original values, which can be changed if desired.

In ADD Mode, type the PO number you wish to use, or ENTER for the system to assign the next sequential number. This number will be preceded by an 'R', indicating that this is a non-ordered Receiving transaction.

The instructions following are for receiving transactions.

INVOICE #:

Enter the vendor's Invoice # if desired. This is used for memo purposes only at this time.

STATUS:

Displayed by the system. Will be set to OPEN in this screen.

VENDOR ID:

The Vendor ID for this order will display.

NAME:

The Vendor Name will display from the Vendor Master File.

ADDR:

The Vendor Address will display from the Vendor Master File.

CITY:

The Vendor City will display from the Vendor Master File.

STATE:

The Vendor State will display from the Vendor Master File.

ZIP:

The Vendor Zip Code will display from the Vendor Master File.

PO DATE:

The date you are creating the PO. The system date will display as a default if ENTER is pressed.

REQ DATE:

The date that the merchandise ordered is required. 'ASAP' will display as the default if ENTER is pressed.

BUYER:

The name of the person creating the PO.

CONFIRMED BY:

The Vendor Contact confirming the PO. The Contact name will display as a default from the Vendor Master File, but may be overwritten if desired.

FREIGHT TERMS:

Freight terms with this Vendor. The Freight Terms will display as a default from the Vendor Master File, but may be overwritten if desired.

SHIPPER:

The shipping company handling this order. The Shipper will display as a default from the Vendor Master File, but may be overwritten if desired.

FOB:

The FOB point. FOB will display as a default from the Vendor Master File, but may be overwritten if desired.

PAYMENT TERMS:

The payment terms for this PO. The Payment Terms will display as a default from the Vendor Master File, but may be overwritten if desired.

SHIP TO STORE ID:

Select the Store ID that the merchandise is to be delivered to. The Store ID selected above will default, but may be overridden by using ShiftF4 to select a different store. The store must be defined in the Store Master File in order to be selected.

NAME:

The Store Name will display from the Store Master File.

ADDR:

The Store Address will display from the Store Master File.

CITY:

The Store City will display from the Store Master File.

STATE:

The Store State will display from the Store Master File.

ZIP:

The Store Zip Code will display from the Store Master File.

TAX STATUS:

The Tax Status of this order. Defaults to 'N' for non-taxable. Used for display purposes only.

PRICE TYPE:

The Price Type for the merchandise on this PO. Defaults to 'C' for Cost. Used for display purposes only.

REMARKS:

Enter any remarks desired in the Header of the PO. For example, 'RUSH OVERNIGHT', or other instructions to the vendor. The Message field below will provide three lines of space for longer instructions.

PO TOTAL:

The calculated total of all entered PO lines (Screen 2).

FREIGHT:

Enter any freight charges for this PO.

TAX:

Enter any tax charges for this PO.

MISC CHARGES:

Enter any miscellaneous charges for this PO (handling, COD, etc.)

DISCOUNT:

Enter any Vendor Discounts for this PO.

INVOICE TOTAL:

The calculated total that includes PO Total, Freight, Tax, Misc Charges and Discount.

MSG:

The Message field. Touch the F4 key to display three lines of entry, to print at the bottom of the PO. This may be used for special instructions to the vendor.

SCREEN 2

Screen 2 is used to enter or edit PO line items. The Mode (Add/Edit) defaults from Screen 1, but can be changed using F5. For instance, you can add lines to an existing PO by toggling to ADD mode. Or, you can change a previously entered line by changing from ADD to EDIT mode. As in other TrackFI screens, existing lines can be accessed by entering the Line # and using F4, or by using ShiftF4 (or Triple-Dot-PopUp) and selecting from a list. When in ADD mode, the Line # will increment automatically by 1 as each line is saved using F9.

STORE ID:

Displays the Store ID selected on Screen 1.

STORE NAME:

Displays the name of the selected Store ID.

PO #:

Displays the PO # selected on Screen 1

INVOICE #:

Not used in Enter/Edit POs.

STATUS:

Displayed by the system. Will be set to OPEN in this screen.

LINE #:

The unique number associated with each line on the PO. In EDIT mode, search for the line number you wish to receive. Once the Line # is selected, the cursor will move to the Qty Received field for entry of the received amount. In ADD mode, the Line # field will increment by one digit automatically as each line is saved using F9.

ITEM #:

Enter the number or number/letter combination used to select this item. 6-digit UPC-E codes should be preceded by an asterisk (*), and the code will be expanded to 10 digits automatically. Search on this field, or it will display from the Item File if the Item is selected using another method.

If the Item that you wish to receive is not set up in the Item File, then you can access the Item Master File screen by using ShiftF4 (or Triple-Dot-PopUp) twice. Once in the Item Master File screen, add the item and save it using the normal method. Then ESC to display the Pop Up search screen. Use F4 to display the new item, then select it using the ENTER key. You will then return to PO Screen 2.

Non-Stock Items must be addressed at this point. The Non-Stock Item Number assigned by the system must be replaced by the true UPC or PLU number in order for the item to Post to the Activity File during the Update Received POs process. The Item should first be added to the Item Master File in the normal way. Then, move the cursor to the first position of the Item # field, and touch the Backspace key. This will erase the field, after which you may enter the true Item #. Then enter other receiving information on the screen and use F9 to save the record.

LEVEL:

The level of the Item you wish to select.

VENDOR ITEM #:

The number that the vendor or distributor assigns to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

DESC:

The Description field contains the name assigned to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

CODE:

The Code field is used to further describe or classify this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

QTY ORDERED:

Enter the quantity of the selected Item that you wish to order. The quantity must relate to the Unit of Measure (either EA or CS) entered in the Unit field.

QTY RECEIVED

Enter the quantity received with this shipment.

QTY B/O

The Quantity Back-Ordered will be calculated as:

Qty Ordered - Qty Received

The Back-Ordered quantity will roll back to Qty Ordered during the Update Received POs process. If this vendor does not Back-Order merchandise, then you can cancel the rest of this line by replacing the B/O qty with a zero.

UNIT:

The Unit of Measure used to order the selected Item (EA or CS). The default value is related to the value entered in the Case Quantity field in the Item Master File. If the Case Quantity field is blank, the Unit field will default to EA. If the Case Quantity field has a numeric value, then the default will be CS. The default can be toggled using F4, and the resulting Cost and Retail extensions will be recalculated.

QTY RECEIVED:

This field is by-passed in Enter/Edit POs. It will be used in Receive Purchase Orders.

QTY B/O:

THIS FIELD IS BY-PASSED IN ENTER/EDIT POs. It will be used in Receive Purchase Orders.

CASE QTY:

Displays from the Item Master File. Cannot be edited on this screen.

QTY ON HAND:

Displays from the Activity File. Cannot be edited on this screen.

QTY ON ORDER:

Displays from the Activity File. Cannot be edited on this screen.

DATE LAST ORD:

Displays from the Activity File. Cannot be edited on this screen.

UNIT COST:

The purchase price of this Item from the selected Vendor. The Last Cost value from the Item Master File will default, but may be overridden if desired. The cost should relate to the Unit of Measure selected in the Unit field (e.g. should be case cost if Unit = CS).

TOTAL COST:

The extended cost for this line. Calculated as:

Qty Ordered × Unit Cost

ITEM RETAIL:

The Retail Price for this Item. The current Retail Price from the Item Master File will default, but may be overridden if desired. When received, this value will update the Item Master File and become the new Retail Price at the point-of-sale system.

GM%:

The Gross Margin % for this Item. Calculated as:

(Retail Price - Unit Cost) ÷ Retail Price

TOTAL RETAIL:

The extended retail for this line. Calculated as:

Qty Ordered × Item Retail

PO TOTAL:

The calculated total of all entered PO lines. This total is updated after each line is saved using F9.

SCREEN 3

The purpose for Screen 3 is to provide a display of previously entered PO lines. This is a useful way to review the work you have done on a large order without having to print the entire order, or page through the order one line at a time on Screen 2. The only field that is active on the screen is the Line # field, which can be used in conjunction with F4 or ShiftF4 to search for the line number that you wish to start the display.

4.5 UPDATE RECEIVED PURCHASE ORDERS

The purpose for the Update Received Purchase Orders program is to update all relevant TrackFI files with data from a received PO, and then to delete the closed order from the Purchase Order files. The program updates the Activity File with Qty and $ Received for all periods, and the Date Last Received with the system date. Qty on Order is reduced by the amount received, and Qty on Hand is increased by the same amount. The Item Master File is updated for Retail Price, Last Cost and Average Cost. If the Retail Price changes, then the Item is flagged for transmission to the point-of-sale system. In the Purchase Order files, the Back-Order amount is rolled to Qty Ordered, and all closed or cancelled lines are deleted from the PO. Non-Stock Item lines are also retained in OPEN status until the numbers are replaced by true UPC or PLU numbers.

STORE:

Select the store for which to update a PO. Only one store may be selected at a time.

VENDOR ID RANGE:

Select the range of Vendors that you wish to update. If selected, this will limit the selection of individual POs to those assigned to this vendor.

PO NUMBER RANGE:

Select the range of POs that you wish to update.

DATE RECEIVED:

Displays the current system date. This can be overridden with any valid date if the date received for this PO is different than the system date. This date will be used to update the Activity File Date Last Received and the date received for each line item in the Purchases History file.

POST TO ACTIVITY FILE? (Enter a 'Y' or an 'N'):

Enter a 'Y' to cause the update program to run the Transaction Post and update the Inventory Activity file automatically for OH and QOO amounts. Enter an 'N' to cause the update program to copy the Receiving Transactions into the Inventory Transaction file but not run the Transaction Post. This will give you the opportunity to print an Inventory Transaction Report on the Receiving Transactions prior to updating the Activity File.

POST PO? (Enter a 'Y' or an 'N')

Enter a 'Y' to update the PO. Enter an 'N', and use the arrow keys to return to the top of the screen and change your selection.

4.6 AUTO-CREATE PURCHASE ORDERS

When you defined your Items in the Item Maintenance screen, you had the option to enter Minimum Stock Level and Maximum Stock Level amounts for each Item. If you have set up these fields, the Auto-Create Purchase Orders program will analyze all or a range of items for you to determine if they should be reordered. The formula used to determine reorder status is identical to that used in the Reorder Report: If the total of Qty on Hand + Qty on Order is less than or equal to the Minimum Stock Level, a PO line will be created for that Item that orders the difference between Qty on Hand/Qty on Order and the Maximum Stock Level. For example, if QOH = 5, QOO = 3, MinSL = 10, MaxSL = 20, the system will order 12 units.

This program will create a new PO for each vendor included in the range selection. **A new PO will be created each time the program is run**, so you should run Auto-Create once, then analyze/modify the PO and post it using Print/Post Purchase Orders before running it with the same range selections again. This will update the Qty on Order amount in Inventory and prevent the duplication of order information.

STORE ID RANGE:

Enter the range of stores that you want to include in the Auto-Create. Use ShiftF4 (or Triple-Dot-PopUp) to Pop Up a selection list, or Enter to select "First to Last".

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include in the Auto-Create. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

CLASS RANGE:

Enter the range of Classes that you want to include in the Auto-Create. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include in the Auto-Create. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include in the Auto-Create. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include in the Auto-Create. The program will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include in the Auto-Create. The program will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include in the Auto-Create. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include in the Auto-Create. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

ORDER CASES FOR CASE ITEMS? (Y/N)

Enter 'Y' here if you want the system to order using the CS unit of measure. This should be used if the vendor selected requires full-case ordering. This feature will only activate with items that have a quantity greater than zero entered in the Case Quantity field in the Item Maintenance screen. Enter an 'N' if you want to order all items using the 'EA' unit of measure.

ROUND PARTIAL CASES UP/DOWN? (U/D)

If you entered a 'Y' in the previous field, you will have the option to round partial case qtys ordered by the system either up or down to the nearest full case qty. If you entered 'N' in the previous field, the cursor will bypass this field.

4.7 LIST PURCHASE ORDERS

The purpose of List Purchase Orders is to permit you to print a report of any or all POs that are currently stored in the Purchase Order files, whether NEW or OPEN. You can specify ranges to shorten the list, or use F4 to print all outstanding POs. These will print in the same format as the Print/Post POs program.

STATUS RANGE:

Enter the PO Status or range for which you wish to print a listing.

STORE ID RANGE:

Enter the range of Store IDs for which you wish to print a listing.

PO NUMBER RANGE:

Enter the range of PO Numbers for which you wish to print a listing.

VENDOR ID RANGE:

Enter the range of Vendors for which you wish to print a listing.

REQUIRED DATE RANGE:

Enter the range of Required Dates for which you wish to print a listing.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE? _ (Enter 'P', 'S' or 'F')

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

4.8 PURCHASES HISTORY REPORT

The Purchases History file stores information for every PO that has been received and then posted through Update Received POs. The purpose of this report is to provide line-by-line detail on all received merchandise for analysis and to reconcile with Invoices received in Accounts Payable.

STORE ID RANGE:

Enter the range of Store IDs for which you want to print a listing.

VENDOR ID RANGE:

Enter the range of Vendors for which you want to print a listing.

RECEIPT DATE RANGE:

Enter the receiving date range for which you want to print a listing.

INVOICE RANGE:

Enter the Invoice Number range for which you want to print a listing.

PO RANGE:

Enter the range of PO Numbers for which you want to print a listing.

ITEM #/LEVEL RANGE:

Enter the range of Item Numbers for which you want to print a listing.

PAGE/BREAK/NONE ON VENDOR ID? (P/B/N):

Enter P to start a new page for each Vendor.
Enter B to insert a Line Feed for each Vendor.
Enter N to prevent any separation by Vendor.

PAGE/BREAK/NONE ON PO NUMBER? (P/B/N):

Enter P to start a new page for each Purchase Order.
Enter B to insert a Line Feed for each Purchase Order.
Enter N to prevent any separation by Purchase Order.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE? _ (ENTER 'P', 'S' OR 'F')

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

5. MULTI STORE MENU

The purpose of the Multi Store Module is to provide tools for managing inventory, pricing, purchasing and other TrackFI functions for the multi-store retail environment. Included is the system for transferring merchandise from warehouse to store, or from store to store. Transfer documents are printed to include

with transferred merchandise. A multi-store inquiry function is also provided to enable you to determine the stock status of an inventory item in each of your active retail locations on one inquiry screen.

There are additional functions provided in the Item Maintenance and Utility areas of the system. **In Item Maintenance, any addition or change to an Inventory Item in Store 0 (the warehouse or master item file) automatically updates the item files for all stores defined in the system**. This feature eliminates the need to duplicate maintenance for each store location. Item or price maintenance that is specific to a particular store may still be made in the Item record for that store.

In the Utility Menu there is a program named Transfer Items to New Store. This utility permits you to build Item and Department records for a new store automatically, using an existing store or warehouse as the pattern.

5.1 SETUP

Each store that you wish to track in the TrackFI system must first be defined in the Store Maintenance screen in the Inventory Control Module. Pay particular attention to your definition of the POS Type field. **All stores defined in the system that you wish to transfer merchandise to and from must be defined with the same POS Type code** (see Store Maintenance for further detail on valid Type codes).

Next, the Department codes for the new store(s) should be set up. These departments may differ from store to store, but inter-store transfers of merchandise may report to incorrect departments if consistent department coding is not maintained. As stated above, the Transfer Items to New Store utility will replicate departments as well as items for the new store if Department codes are not already established.

Finally, the Transfer Items to New Store utility should be run, as noted above.

5.2 CREATE/EDIT STORE TRANSFERS

The purpose of Create/Edit Store Transfers is to provide tools to create, change and delete inter-store transfer documents (transfers). This is also used to process transfers from defined Warehouse locations (locations beginning with zero) to stores.

There are Three Screens in Enter/Edit Inter Store Transfers. Screen 1 is where Transfer Header information is entered. Screen 2 is where the detail lines for the Transfer are entered. Screen 3 provides a quick display of all previously entered lines. As with other TrackFI modules, the screens are accessed using the F8 (forward) and F7 (backward) keys or buttons. A Transfer Total is calculated from the total of all entered Transfer lines. This total is recalculated as each line is saved, and when moving from screen to screen.

SCREEN 1

STORE ID:

Enter or Find the Store ID that you want to work with.

STORE NAME:

Displays the name of the selected Store ID.

TRANSFER #:

In ADD Mode, type the Transfer number you wish to use, or ENTER for the system to assign the next sequential number. In EDIT Mode, use ShiftF4 to search for the Transfer that you wish to edit.

SHIP TO STORE ID:

Select the Store ID that the merchandise is to be delivered to. The Store ID selected above will default, but may be overridden by using ShiftF4 to select a different store. The store must be defined in the Store Master File in order to be selected.

NAME:

The Store Name will display from the Store Master File.

ADDR:

The Store Address will display from the Store Master File.

CITY:

The Store City will display from the Store Master File.

STATE:

The Store State will display from the Store Master File.

ZIP:

The Store Zip Code will display from the Store Master File.

MDSE TOTAL:

The calculated total of all entered Transfer lines (Screen 2).

FREIGHT:

Enter any freight charges for this Transfer.

MISC CHARGES:

Enter any miscellaneous charges for this Transfer (handling, COD, etc.)

TRANSFER TOTAL:

The calculated total that includes Transfer Total, Freight, Tax, Misc Charges and Discount.

SCREEN 2

Screen 2 is used to enter or edit Transfer line items. The Mode (Add/Edit) defaults from Screen 1, but can be changed using F5. For instance, you can add lines to an existing Transfer by toggling to ADD mode. Or, you can change a previously entered line by changing from ADD to EDIT mode. As in other TrackFI screens, existing lines can be accessed by entering the Line # and using F4, or by using ShiftF4 (or Triple-Dot-PopUp) and selecting from a list. When in ADD mode, the Line # will increment automatically by 1 as each line is saved using F9.

STORE ID:

Displays the Store ID selected on Screen 1.

STORE NAME:

Displays the name of the selected Store ID.

TRANSFER #:

Displays the Transfer # selected on Screen 1

LINE #:

The unique number associated with each line on the Transfer. In ADD mode, will increment by one digit automatically as each line is saved using F9. In EDIT mode, search for the line number you wish to change.

ITEM #:

Enter the number or number/letter combination used to select this item. 6-digit UPC-E codes should be preceded by an asterisk (*), and the code will be expanded to 10 digits automatically. Search on this field, or it will display from the Item File if the Item is selected using another method.

If the Item that you wish to transfer is not set up in the Item File, then you can access the Item Master File screen by using ShiftF4 twice. Once in the Item Master File screen, add the item and save it using the normal method. Then ESC to display the ShiftF4 search screen. Use F4 to display the new item, then select it using the ENTER key. You will then return to Transfer Screen 2.

LEVEL:

The level of the Item you wish to select.

VENDOR ITEM #:

The number that the vendor or distributor assigns to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

DESC:

The Description field contains the name assigned to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

CODE:

The Code field is used to further describe or classify this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

QTY TRANSFERRED:

Enter the quantity of the selected Item that you wish to transfer. The quantity must relate to the Unit of Measure (either E or CS) entered in the Unit field.

UNIT:

The Unit of Measure used to order the selected Item (E or CS). The default value is related to the value entered in the Case Quantity field in the Item Master File. If the Case Quantity field is blank, the Unit field will default to E. If the Case Quantity field has a numeric value, then the default will be CS. The default can be toggled using F4, and the resulting Cost and Retail extensions will be recalculated.

CASE QTY:

Displays from the Item Master File. Cannot be edited on this screen.

QTY ON HAND:

Displays from the Activity File. Cannot be edited on this screen.

UNIT COST:

The purchase price of this Item from the selected Vendor. The Last Cost value from the Item Master File will default, but may be overridden if desired. The cost should relate to the Unit of Measure selected in the Unit field (e.g. should be case cost if Unit = CS).

TOTAL COST:

The extended cost for this line. Calculated as: **(Qty Transferred) * (Unit Cost)**

Item Retail:

The Retail Price for this Item. The current Retail Price from the Item Master File will default, but may be overridden if desired.

GM%:

The Gross Margin % for this Item. Calculated as: **(Retail Price-Unit Cost) / (Retail Price)**

TOTAL RETAIL:

The extended retail for this line. Calculated as: **(Qty Transferred) * (Item Retail)**

TRANSFER TOTAL:

The calculated total of all entered Transfer lines. This total is updated after each line is saved using F9.

SCREEN 3

The purpose for Screen 3 is to provide a display of previously entered Transfer lines. This is a useful way to review the work you have done on a large Transfer without having to print the entire Transfer, or page through the Transfer one line at a time on Screen 2. The only field that is active on the screen is the Line # field, which can be used in conjunction with F4 or ShiftF4 to search for the line number that you wish to start the display.

5.3 PRINT STORE TRANSFERS

The purpose for the Print Inter Store Transfers program is to permit you to print a Transfer for review/correction and for inclusion with the shipment to the receiving store.

STORE:

Select the store for which to print a Transfer. Only one store may be selected at a time.

TRANSFER NUMBER START:

Enter the number of the first Transfer that you wish to print.

TRANSFER NUMBER END:

Enter the number of the last Transfer that you wish to print.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE? _ (Enter 'P', 'S' or 'F')

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

5.4 WAREHOUSE PICKING REPORT

The purpose for the Warehouse Picking Report program is to permit you to print a Picking List for use in pulling merchandise from the Warehouse and for inclusion with the shipment to the receiving store. Once the merchandise has been pulled, the warehouse person can mark the quantity pulled on the report and return it to you. You can then go into Enter/Edit Transfers and modify the quantity transferred to reflect the actual quantity pulled. You can then print either a Transfer document or another picking document and include it with the shipment.

STORE:

Select the store for which to print a Picking Report. Only one store may be selected at a time.

TRANSFER NUMBER START:

Enter the number of the first Picking Report that you wish to print.

TRANSFER NUMBER END:

Enter the number of the last Picking Report that you wish to print.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE? _ (Enter 'P', 'S' or 'F')

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

5.5 UPDATE STORE TRANSFERS

The purpose for the Update Store Transfers program is to reduce the Qty on Hand totals for the Store/Item(s) transferred from, and increase the Qty on Hand totals for the Store/Item(s) transferred to. The XFER totals are also updated for both stores involved in the transfer transaction. Finally, the transfer document is deleted from the Transfer file.

STORE:

Select the store for which to print or post a Transfer. Only one store may be selected at a time.

TRANSFER NUMBER START:

Enter the number of the first Transfer that you wish to print.

TRANSFER NUMBER END:

Enter the number of the last Transfer that you wish to print.

UPDATE INVENTORY FILES AFTER POSTING? _ (Enter a 'Y' or an 'N')

Enter a 'Y' if you want to automatically update the transfers to the Activity File. Answer 'N' if you want just to update the Inventory Transaction File. The latter should be chosen if you wish to print an Inventory Transaction Listing for all Transfers (for accounting use) prior to updating the Activity File.

5.6 MULTI STORE INQUIRY

INTRODUCTION:

The purpose for the Multi Store Inquiry screen is to permit the viewing of stock status information for a selected item for all stores in the chain.

ITEM #:

Enter the number or number/letter combination used to select this item. 6-digit UPC-E codes should be preceded by an asterisk (*), and the code will be expanded to 10 digits automatically. Search on this field, or it will display from the Item File if the Item is selected using another method.

LEVEL:

The level of the Item you wish to select.

VENDOR ITEM #:

The number that the vendor or distributor assigns to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

DESC:

The Description field contains the name assigned to this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

CODE:

The Code field is used to further describe or classify this Item. Search on this field, or it will display from the Item File if the Item is selected using another method.

STORE QTY ON HAND QTY ON ORDER

The stock status for each item defined in the system will display on the screen in these columns. The information for 30 stores may be displayed on the screen at one time. Use PageDown to view another 30 stores.

5.7 MULTI STORE SALES ANALYSIS REPORT

The Multi Store Sales Analysis Report can provide a wealth of information about the performance of the individual components of your inventory and about Class and Department groupings above the Item level. You can select to report sales activity from the Period to Date, Month to Date or Year to Date periods for each item. The system will provide Qty sold by item for each Store and then report the total for all stores on Qty and $ sold, and Gross Margin $ and %.

The purpose of this report is to enable you to see which items in each Department/Class are contributing acceptably to the performance of the group, and which items are not pulling their weight. The latter can be marked down and moved out to free additional shelf space for those items that are selling up to par.

STORE ID RANGE:

Defaults to First to Last

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use ShiftF4 (or Triple-Dot-PopUp) to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include on the report.

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

PERIOD TO DATE/MONTH TO DATE/YEAR TO DATE? (P/M/Y):

Enter P to analyze and print Period to Date information.
Enter M to analyze and print Month to Date information.
Enter Y to analyze and print Year to Date information.

USE AVERAGE OR MFG. COST: (A/M)

Enter A to use Average Cost in the calculation of Cost of Goods Sold.
Enter M to use Manufactured Cost (from the Extended Cost/Price file) in the calculation of Cost of Goods Sold.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

5.8 MULTI STORE VALUATION REPORT

The Multi Store Valuation Report provides information regarding the amount of your investment in inventory, at the Department, Class and Item levels. Quantity On Hand is reported by item for each Store and then Total Valuation is provided in Retail $, Average Cost, and Last Cost.

This report can be used to measure the productivity of your inventory investment (by comparing it with the Multi Store Sales Analysis Report) as well as providing additional detail beyond the summary totals included on your General Ledger Balance sheet. If inventory levels are higher than budget, for instance, you can run this report and determine which Classes or Items are overstocked, and take action to reduce stock levels for these items.

STORE ID RANGE:

Defaults to First to Last

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use ShiftF4 (or Triple-Dot-PopUp) to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include on the report.

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

5.9 MULTI STORE ON-ORDER REPORT

The Multi Store On-Order Report provides information regarding the Quantity and Dollar Value of your inventory which is On Order, at the Department, Class and Item levels. Qty On Order is reported for each Store and then summarized for all stores by **Total QOO, Value at Retail, Value at Avg Cost, Value at Last Cost.**

STORE ID RANGE:

Defaults to First to Last

DEPARTMENT ID RANGE:

Enter the range of Department IDs that you want to include on the report. Use ShiftF4 (or Triple-Dot-PopUp) to Pop Up a selection list.

CLASS RANGE:

Enter the range of Classes that you want to include on the report.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

DESCRIPTION:

Enter a Description that you want to include on the report. The report will "filter out" any item that does not match this Description.

CODE:

Enter a Code that you want to include on the report. The report will "filter out" any item that does not match this Code.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to include on the report. Use ShiftF4 to Pop Up a selection list, or Enter to select "First to Last".

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to include on the report.

PAGE/BREAK/NONE ON DEPARTMENT? (P/B/N):

Enter P to start a new page for each Department.
Enter B to insert a Line Feed for each Department.
Enter N to prevent any separation by Department.

PAGE/BREAK/NONE ON CLASS? (P/B/N):

Enter P to start a new page for each Class.
Enter B to insert a Line Feed for each Class.
Enter N to prevent any separation by Class.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE?

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

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6. LABEL SYSTEM MENU

The Label System is designed to work in conjunction with a number of third-party label printing software applications to permit you to create your own labels for price labels, shelf tags, and other uses. The Label System generates ASCII files containing data needed for printing labels from the Inventory Item File, Shelf Price Verification File, Receiving Transactions, Price Maintenance Transactions, POS Maintenance Transactions, and Purchase Order Transactions. The Item and Purchase Order Files require you to select the Item or Purchase Order that you wish to print labels for. The other files generate label data as a by-product of processing or updating transactions.

In the case of the Inventory Item File, you can select the number of labels to print for each Item. In the case of the other types of transactions, the system will generate one label record for each item contained in a transaction record. For example, if a line on a purchase order for item # 1234 has a qty of 10, then 10 labels will be printed for # 1234.

There are two ways to print labels from the Label Printing Menu. If you are using one of the supported models of the Barcode Blazer™ / Blaster™ / Advantage™ printers, you can print immediately from any of the options on the Label Printing Menu. If you are using a dot-matrix or laser printer, you must also install and configure third-party label printing software to provide the direct link to the printer. The procedure for interfacing the records generated by the TrackFI Label System and your label printing software will differ based on the design of your software. Many label printing applications will permit you to link to them through DOS batch files that are called from the TrackFI Label Printing Menu. Instructions are provided in this section to assist you in setting those links up.

6.1 MAINTAIN LABEL TABLE

This program is used to maintain the definition files that control what data is exported to the Output ASCII file for each label function. These Output files are then used as input by the label printing programs to print the labels.

By giving you the ability to control which fields from TrackFI files are included in the Output file for each function, and in which order they print, you can customize each label to your specifications.

Note: *The system comes pre-defined for use with the Barcode Blazer™ / Blaster™ / Advantage™ printers. If you are using a Barcode Blazer, you cannot change these formats. If you do, the pre-defined label formats provided on the Label Printing Menu will not print correctly!*

MODULE:

Enter the code for the module that you wish to define a label format for, and use F4 to find the module. The choices are as follows:

Function Name	Output File Name	Function Description
HHTMAINT	SHLFLBLS.LBL	Price Verification
INVITEMS	INVMAINT.LBL	Item File
INVXACTION	RECEIVER.LBL	Receiving Transactions
POSMAINT	POSMAINT.LBL	POS Maint Transactions
PRCMAINT	PRCMAINT.LBL	Price Maint Transactions
PURMAINT	PURCHASE.LBL	Purchase Order Trans

CREATE LABELS?:

Enter either 'Y' or 'N' to activate or deactivate labels for this function.

OUTPUT FILENAME:

The name of the ASCII file that the Label System will create for this function (see chart above). This file will be found in the Track directory.

FIELDS, DECIMAL PLACES TO SEND: (1-10)

Enter the field numbers that you wish to include in the output file. These field numbers are found on the Label File Definition Sheets that are included in the following pages. A maximum of 10 fields may be selected for each function. If a numeric field is selected, include the number of decimal places that you wish to print on the label.

FIELD DELIMITER:

Enter the character you would like to use to separate the fields in the ASCII output file. The allowed characters are “0” for Constant Fixed Length Records, “L” for Line Delimited Format or enter the desired field delimiter character. '0' will create a constant fixed length record with no field separator. 'L' will insert a CR/LF (Carriage Return/Line Feed) at the end of each field (this is the format required for Worthington Data's LabelRight software). The most common field delimiter is the comma (,), but other characters may be used. If the last option is selected, the system will insert a CR/LF at the end of each record.

6.2 LABEL FILE DEFINITIONS

FUNCTION: HHTMAINT (SHELF PRICE AUDIT LABELS)

FIELD NUMBER	FIELD LEN	FIELD DESCRIPTION
1	6	STORE
2	12	PLU
3	2	LEVEL
4	6	SHELF_PRICE
5	6	FILE_PRICE
6	23	DESCRIPTION
7	1	MARKED
8	1	CHANGED

FUNCTION: INVITEMS (ITEM LABELS)

FIELD NUMBER	FIELD LEN	FIELD DESCRIPTION
1	6	STORE
2	15	PLU
3	2	LEVEL
4	30	DESCRIPTION
5	18	PLUDESC
6	30	CODE
7	10	MAN_ID
8	10	VENDOR_ID
9	15	VENDOR_ITEMNO
10	2	DEPT
11	4	CLASS
12	3	CASE_QTY
13	15	BASE_ITEM_NO
14	1	BASE_LEVEL
15	2	MULTI_QTY
16	6	RETAIL
17	6	PROMO
18	3	PROMO_ON_DATE
19	3	PROMO_OFF_DATE
20	7	LAST_COST
21	7	AVG_COST
22	3	MIN_LEVEL
23	3	MAX_LEVEL
24	4	AISLE_LOC
25	1	NON STOCK
26	1	MAINT_TYPE
27	1	SENT

FUNCTION: INVXACTION (INVENTORY RECEIPTS LABELS)

FIELD NUMBER	FIELD LEN	FIELD DESCRIPTION
1	6	STORE
2	15	PLU
3	1	LEVEL
4	4	QTY
5	5	COST
6	4	RETAIL
7	3	TRANS_TYPE
8	6	EXT_COST
9	6	EXT_RETAIL
10	3	DATE
11	15	BASE_ITEM_NO
12	1	BASE_LEVEL
13	2	UNIT
14	2	MULTI_QTY
15	3	CASE_QTY
16	6	AVG_COST
17	30	DESCRIPTION
18	15	VENDOR_ITEMNO
19	3	SEQ
20	30	CODE

FUNCTION: POSMAINT (POS MAINTENANCE LABELS)

FIELD NUMBER	FIELD LEN	FIELD DESCRIPTION
1	6	STORE
2	1	HIDDEN
3	1	MAINT_TYPE
4	1	PLU_TYPE
5	10	DATE_TIME
6	2	SELECT
7	12	PLU
8	2	LEVEL
9	8	COUNTER
10	8	STATUS
11	2	FILLER
12	4	DEPT
13	2	BASE_QTY
14	8	UNIT_PRICE
15	8	SPEC_PRICE
16	3	MIX_MATCH#
17	1	MIX_MATCHMETH
18	10	TOTAL
19	2	BOTTLE_DEPOSIT
20	2	FILLER2
21	23	DESCRIPTION

FUNCTION: PRCMAINT (PRICE MANAGEMENT SYSTEM LABELS)

FIELD NUMBER	FIELD LEN	FIELD DESCRIPTION
1	10	BATCH
2	3	TRANS_NUMBER
3	6	STORE
4	15	PLU
5	1	LEVEL
6	18	PLU_DESC
7	6	RETAIL
8	3	PROMO_ON
9	3	PROMO_OFF
10	1	PLU_TYPE
11	1	STATUS
12	2	MIX_TABLE
13	8	STATUSBITS
14	2	DEPT
15	30	DESCRIPTION
16	15	VENDOR_ITEMNO
17	30	CODE
18	1	SENT

FUNCTION: PURMAINT (PURCHASE ORDER LABELS)

FIELD NUMBER	FIELD LEN	FIELD DESCRIPTION
1	6	STORE
2	20	PO_NUMBER
3	2	LINE
4	15	PLU
5	1	LEVEL
6	15	VENDOR_ITEM
7	30	DESCRIPTION
8	30	CODE
9	5	QTY_ORD
10	2	UNIT
11	5	QTY_REC
12	5	QTY_BO
13	6	UNIT_COST
14	5	ITEM_RETAIL
15	7	TOTAL_COST
16	5	TOTAL_RETAIL
17	1	F_P
18	3	CASE_QTY

6.3 ITEM FILE LABELS

The Item File Labels program is used to generate the Output ASCII file that will be used to print Item Labels. After the ranges are selected, you can choose to print the quantity of labels on hand (for re-tagging existing merchandise) or a pre-defined quantity of labels for each item in the range.

STORE ID RANGE:

Enter the range of Store IDs that you want to print labels for.

DEPARTMENT RANGE:

Enter the range of Departments that you want to print labels for.

CLASS RANGE:

Enter the range of Classes that you want to print labels for.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to print labels for.

MANUFACTURER ID RANGE:

Enter the range of Manufacturer IDs that you want to print labels for.

DESCRIPTION:

Enter the Item Description that you want to print labels for.

CODE:

Enter the Code Field contents that you want to print labels for.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to print labels for.

VENDOR ITEM # RANGE:

Enter the range of Vendor Item #'s that you want to print labels for.

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to print labels for.

QUANTITY TO PRINT? QOH (QOH or any number up to 99999)

Enter the quantity of labels that you want to print. The system defaults to printing the quantity of labels for each item currently contained in the Qty on Hand field in the Activity file. You may enter any quantity from 1 to 99999. For example, you may choose 1 if you want to print barcoded shelf tags in a scanning environment.

6.4 PURCHASE ORDER FILE LABELS

The Purchase Order Label Generator is used to produce a label file from a single PO or range of POs in preparation for tagging merchandise as it is received. These labels may be attached to the Receiving Worksheet and filed in the Receiving area awaiting the arrival of the ordered merchandise for check-in.

STATUS RANGE:

Enter the range of PO Status codes (NEW or OPEN) that you want to print labels for.

STORE ID RANGE:

Enter the range of Store IDs that you want to print labels for.

PO NUMBER RANGE:

Enter the range of Purchase Order numbers that you want to print labels for.

VENDOR ID RANGE:

Enter the range of Vendor IDs that you want to print labels for.

REQUIRED DATE RANGE:

Enter the range of Purchase Order Required Dates that you want to print labels for. This might be used to print all labels for POs due to be received tomorrow.

6.5 PRICE MANAGEMENT FILE LABELS

The Price Transaction File Generator is used to create labels from the Price Management System. Labels may be printed to replace shelf tags or price labels for items going on sale, or whose prices are changing permanently.

STORE ID RANGE:

Enter the range of Store IDs that you want to print labels for.

BATCH ID RANGE:

Enter the range of Price Batches that you want to print labels for.

PRICE POINT RANGE:

Enter the range of Retail Price points that you want to print labels for.

ITEM #/LEVEL RANGE:

Enter the range of Item #/Levels that you want to print labels for.

PROMO DATE RANGE:

Enter the range of Promo (or Sale) On and Off dates that you want to print labels for.

QUANTITY TO PRINT? QOH (QOH or any number up to 99999)

Enter the quantity of labels that you want to print. The system defaults to printing the quantity of labels for each item currently contained in the Qty on Hand field in the Activity file. You may enter any quantity from 1 to 99999. For example, you may choose 1 if you want to barcode shelf tags in a scanning environment.

6.6 LABEL PRINTING MENU

After you have created label files through one or more of the above programs you can print them using functions in the Label Printing Menu. As stated in the introduction, if you are using one of the supported models of the Barcode Blazer™/ / Blaster™ / Advantage™ printers, you can print immediately from any of the options on this menu. If you are using a dot-matrix or laser printer, you must also install and configure third-party label printing software to provide the direct link to the printer. This application must have the ability to read ASCII files in one of the formats provided by the Label System, and should also provide a means of printing labels automatically through the use of DOS batch files.

The latter feature will enable you to link to the DOS batch files that are attached to the Label Printing Menu and run them as if they were supported natively like the Barcode Blazer™/ / Blaster™ / Advantage™. Instructions regarding how to link batch files to the TrackFI menu are provided on the following page.

6.6.1 LABEL PRINTING MENU SETUP

Each of the menu selections on the Label Printing Menu calls a DOS batch file rather than running a TrackFI program like most menu selections do. The reason for this design is to permit you the choice of either using the Barcode Blazer™ / Blaster™ / Advantage™ or a compatible third-party label printing package. The system comes prepared to run the Barcode Blazer programs, and if you are using this printer you do not need to use the following instructions. If you are using a third-party label printing package, however, you will need to edit the batch files provided to run your program. The batch files provided with the system include:

Batch File Name	**Function**
INVLBL.BAT	**Item Label Printing**
PURLBL.BAT	**Purchase Order Label Printing**
RECLBL.BAT	**Receiving Label Printing**
PRCLBL.BAT	**Price Label Printing**
POSLBL.BAT	**POS Maintenance Label Printing**
HHTLBL.BAT	**HHT Shelf Price Audit Label Printing**

A sample batch file looks like this (for INVLBL.BAT):

```
@echo off
Flex  lblp01p1
exit
```

If you are using a third-party label printing package, you will need to modify the second line of the batch file to run the program in the way specified by the software provider. One way that this is done is to call the program that prints the labels, and also specify a template that defines the format of the label and the location of the ASCII file containing the data to be printed. For example, using Worthington Data's

LabelRight™ software, the following batch file will print the Item Maintenance Output ASCII file using a template named 'item':

```
@echo off
lr item
exit
```

Detailed instructions on how to define the template are provided in the product's user documentation.

6.6.2 ITEM LABELS

Use this option to print the labels generated by the Item File Labels program on the Label System Menu. If you are using a third-party label printing package, the Item labels will begin printing immediately upon selecting this option from the menu. If not, then the following prompts will appear on the screen:

LABEL TYPE? (T/S/B): _ (T)ags, (S)tickers or (B)utterfly

Select the label type (or stock) that you want to print. Make sure that this stock is loaded in the printer.

INCLUDE COMPARE AT PRICE? (Y/N):

Select 'Y' to include the Compare-At price on the labels. Select 'N' to suppress printing of the Compare-At price on the labels.

USE PRINTER PORT? (1/2/3):

Select 1, 2, or 3 for LPT1, LPT2 or LPT3. These are the printer port options on your computer. You should select the port that your Barcode Printer is attached to.

6.6.3 PURCHASE ORDER LABELS

Use this option to print the labels generated by the Order File Labels program on the Label System Menu. If you are using a third-party label printing package, the PO labels will begin printing immediately upon selecting this option from the menu. If not, then the following prompts will appear on the screen:

LABEL TYPE? (T/S/B): _ (T)ags, (S)tickers or (B)utterfly

Select the label type (or stock) that you want to print. Make sure that this stock is loaded in the printer.

INCLUDE COMPARE AT PRICE? (Y/N):

Select 'Y' to include the Compare-At price on the labels. Select 'N' to suppress printing of the Compare-At price on the labels.

USE PRINTER PORT? (1/2/3):

Select 1, 2, or 3 for LPT1, LPT2 or LPT3. These are the printer port options on your computer. You should select the port that your Barcode Printer is attached to.

6.6.4 RECEIVING LABELS

Use this option to print the labels generated by the Transaction Post program on the Inventory Transaction Menu. Records are created as a by-product of posting all Type 'R' (Receiving) transactions to the Activity file. If you are using a third-party label printing package, the Receiving labels will begin printing immediately upon selecting this option from the menu. If not, then the following prompts will appear on the screen:

LABEL TYPE? (T/S/B): _ (T)ags, (S)tickers or (B)utterfly

Select the label type (or stock) that you want to print. Make sure that this stock is loaded in the printer.

INCLUDE COMPARE AT PRICE? (Y/N):

Select 'Y' to include the Compare-At price on the labels. Select 'N' to suppress printing of the Compare-At price on the labels.

USE PRINTER PORT? (1/2/3):

Select 1, 2, or 3 for LPT1, LPT2 or LPT3. These are the printer port options on your computer. You should select the port that your Barcode Printer is attached to.

6.6.5 PRICE SYSTEM LABELS

Use this option to print the labels generated by the Price Management File Labels program on the Label System Menu. If you are using a third-party label printing package, the Price System labels will begin printing immediately upon selecting this option from the menu. If not, then the following prompts will appear on the screen:

LABEL TYPE? (T/S/B): _ (T)ags, (S)tickers or (B)utterfly

Select the label type (or stock) that you want to print. Make sure that this stock is loaded in the printer.

INCLUDE COMPARE AT PRICE? (Y/N):

Select 'Y' to include the Compare-At price on the labels. Select 'N' to suppress printing of the Compare-At price on the labels.

USE PRINTER PORT? (1/2/3):

Select 1, 2, or 3 for LPT1, LPT2 or LPT3. These are the printer port options on your computer. You should select the port that your Barcode Printer is attached to.

6.6.6 POS TERMINAL MAINTENANCE LABELS

Use this option to print the labels generated by the Export POS Maintenance program on the POS Maintenance Menu. Records are created as a by-product of exporting maintenance to the point-of-sale terminal. If you are using a third-party label printing package, the Receiving labels will begin printing immediately upon selecting this option from the menu. If not, then the following prompts will appear on the screen:

LABEL TYPE? (T/S/B): _ (T)ags, (S)tickers or (B)utterfly

Select the label type (or stock) that you want to print. Make sure that this stock is loaded in the printer.

INCLUDE COMPARE AT PRICE? (Y/N):

Select 'Y' to include the Compare-At price on the labels. Select 'N' to suppress printing of the Compare-At price on the labels.

USE PRINTER PORT? (1/2/3):

Select 1, 2, or 3 for LPT1, LPT2 or LPT3. These are the printer port options on your computer. You should select the port that your Barcode Printer is attached to.

6.6.7 HHT SHELF PRICE AUDIT LABELS

This label format is not currently supported for use with the Barcode Blazer™/ / Blaster™ / Advantage™ printers. If you are using a third-party label printing package, you can print labels using the data found in SHLFLBLS.LBL

7. HAND HELD TERMINAL MENU

7.1 HAND HELD TERMINAL INTERFACE

The Hand Held Terminal Interface Module provides the connection between TrackFI and Hand Held Data Collection terminals (HHT). These terminals can be used for remote batch entry of Receiving, Physical Inventory and Shelf Price Audit data.

The components required to use this module are a HHT that runs the TrackFI HHT application program, communications software and cabling provided by the HHT manufacturer to enable it to connect to the serial port of the TrackFI PC, and the TrackFI HHT Interface module. The HHT Interface module is accessed from the Inventory Menu.

Included in this section is a detailed presentation of the data entry screens included in the HHT Interface module, along with instructions on the operation of the HHT application program.

7.2 RECEIVE DATA IMPORT

Receive Data Import runs the HHT communications software to collect Inventory Receiving transactions from the HHT and creates type 'R', or Receiving, transactions in the Inventory Transaction file. These transactions can then be printed and then posted using the normal Transaction procedures to update inventory Qty on Hand.

STORE ID:

Enter the Store ID you want to import receiving data for, or use ShiftF4 and select a valid store from the list.

TRANSACTION DATE:

Enter the date that you want to associate with these receiving transactions. ENTER will default to the system date.

7.3 COUNT DATA IMPORT

Count Data Import runs the HHT communications software to collect Inventory Physical Count transactions from the HHT and creates type 'P', or Physical Count, transactions in the Inventory Transaction file. These transactions can then be printed and then posted using the normal Physical Count procedures to update inventory Qty on Hand.

STORE ID:

Enter the Store ID that you want to import receiving data for, or use ShiftF4 and select a valid store from the list.

BATCH ID:

Enter a number that will uniquely identify this batch of transactions. One possible use is to enter operator numbers for each counter, and later print reports from the Transaction File (using a Report Writer) that will group the Physical Count transactions by operator number.

TRANSACTION DATE:

Enter the date that you want to associate with these physical count transactions. ENTER will default to the system date.

7.4 PRICE VERIFICATION MENU

The programs in the Price Verification system are used in conjunction with the HHT to collect price information from shelf tags or items on your shelves and compare it to the Retail Prices defined in the TrackFI Item file. Those items that are different create records in a work file that can then be reviewed to determine which price is correct: the shelf price or the system price. The corrected price either updates the Item file or creates a new shelf label record to correct the discrepancy.

Import Shelf Price Data transmits the data from the HHT into the PC and creates the workfile for those items whose prices differ with the Item file. **Print Price Verification List** shows you which Items were found to be different. **Edit Price Verification Data** permits you to indicate which price is correct, the shelf or the system. You mark the Item accordingly, and it is ready to update the system in the next and final step. **Update Item File Retail Prices** will take the correct shelf price from the work file and replace the Item file Retail Price, meanwhile flagging it for transmission in the next POS Maintenance session. If the system price was flagged as correct, and you have the Label System module installed, this program will create Shelf Price Audit label records for printing from the Label Printing Menu.

7.4.1 IMPORT SHELF PRICE DATA

Import Shelf Price Data runs the HHT communications software to collect Price Verification transactions from the HHT and creates records in the Shelf Price Verification work file. These records can then be printed and processed using the other selections on the Price Verification Menu.

STORE ID:

Enter the Store ID that you want to import shelf price data for, or use ShiftF4 and select a valid store from the list.

7.4.2 PRINT PRICE VERIFICATION LIST

Once the work file has been created you can print a listing of the Items that were found to have different Retail Prices. This list can be reviewed and marked to indicate which price is correct: the shelf price or the system price. If there are special notes regarding the status of an Item in the file, they will print following the Item. For example, a Mix/Match Item will not be updated by the Update Item File Retail Prices program. This is because the Retail Price in the Item file is that of the Quantity price rather than the Each price. Thus, a true price comparison is not possible. A message indicating that this is the case will print on the line following each Mix/Match record in the file. Once this process is completed, you can proceed to the next menu selection.

STORE ID RANGE:

Enter the range of Store IDs for which you want to print a listing.

SEND TO (P)RINTER, (S)CREEN OR (F)ILE? _ (Enter 'P', 'S' or 'F')

Place a bullet in Select Printer, Direct Printer, Preview or File. Select Printer uses the Windows Printer Dialog, Direct Printer prints directly to a printer you have defined in SYSTEM.CFG using PRNCODEx flags. Preview prints to the screen and File prints to a file.

7.4.3 EDIT PRICE VERIFICATION DATA

This screen provides you the ability to edit the records in the Price Verification work file. Once you have selected the correct store, use the DownArrow key to move the cursor to the ShOK field on the first line. You can then flag any item to indicate whether the Shelf Price is OK or the Item file Retail Price is OK by toggling the ShOK flag using F4. You can delete the record entirely using SF7 if you do not want the record to affect the system in any way. You can search for an item by moving the cursor to the PLU field and using either F4 or ShiftF4 Pop Up. You can also edit the Shelf Price field if neither the Shelf Price nor the File Price are correct. Once all editing is complete, use F9 to save your work. Additional pages of data can be accessed using Page Down and Page Up.

STORE:

Enter the Store ID that you want to edit records for and use F4, or use ShiftF4 Pop Up to search valid Store IDs.

SHOK

The Shelf OK status flag. Each record on the screen will have an X in this position, indicating the default status as Shelf Price correct. If the Shelf Price is correct, leave the X in this position. If the System Price is correct, use F4 to toggle to a blank in this field. If neither price is correct, leave the X in this position and move the cursor to the Shelf Price field to change it to the correct price. When the SP record is posted, the posting program will replace the Retail Price in the Item file with the Shelf Price if X is indicated. This item will be flagged for transmission to point-of-sale system in the next POS Maintenance session. If this field is blank, the program will create a Shelf Price Audit label record (assuming that the Label System module is installed).

PLU

The Item # of this SP record. To search for a particular record to edit, enter as much as you know of the Item # in this field and use F4 or use ShiftF4 Pop Up and select from the list.

LVL

The level of this SP record.

SHELF PRICE

The shelf price of this SP record. This field can be changed to the correct price if neither the Shelf Price nor the File Price is correct. This price will then replace the Retail Price in the Item file for this Item and flag the Item for transmission to point-of-sale system.

FILE PRICE

The current Retail Price for this Item. This price can be found in the Item Maintenance screen.

DESCRIPTION

The Description of this Item. This is pulled from the Item file during Import Shelf Price Date program processing.

7.4.4 UPDATE ITEM FILE RETAIL PRICES

This program processes each record in the Shelf Price Verification work file. It either updates the Item file with the correct Shelf Price (if indicated with an 'X' in the ShOK field on the Edit Screen) or creates a Shelf Price Audit label record for later printing by the Label System (if the ShOK field is toggled to blank). This label record is formatted according to the definition of the HHTMAINT function in the Maintain Label Table screen. If the Label System is not installed, records indicating that the File Price is OK have no other impact on the system.

Once this update process is completed for all items, the work file is initialized for use in the next session.

STORE ID RANGE:

Enter the range of Store IDs that you want to update.

7.5 PSION TERMINAL SETUP

The following narrative assumes that you have acquainted yourself with the various hardware components provided with the Psion configuration: The Organiser II terminal, the 32K Datapak, the 64K Ram Chip, the Dynapen Scanner Interface module, and the scanner.

Your 32K Datapak contains the TrackFI Psion Hand-Held programs. To insert the Datapak, turn the unit off (select OFF on the top (main) menu). Insert the Datapak into either of the two slots on the back of the unit. For these instructions, the upper slot (B:) is assumed. It is also assumed that you have a 32K Rampak installed in slot C: If you insert the Datapak into the bottom slot (C:), substitute C: for B: and B: for C: in these instructions.

If you remove the battery from your Psion (press the ON/CLEAR button several times while the battery is out), when you reinstall the battery and turn the unit on, you will have a main (top) menu that consists of:

Find Save Diary
Calc Time Notes
World Alarm Month

Pressing the downarrow key reveals more items:

Prog Xfiles Utils
Bcode Comms Off

If your COMM LINK cable is plugged in you will also have a COMMS item.

Move the cursor to the PROG item (or press P to go to PROG menu directly), pressing EXE while the cursor is on the PROG item will bring up:

Edit New Run
Print Dir Count
Delete

Press R for RUN. The display says RUN A:

Press the MODE key so that the display says: RUN B:
Enter MENUDEF and then press the EXE key. The Edit New Run menu will reappear.
Press ON/CLEAR
Your top (main) menu should now say:

TFI Bcode Comms
OFF

If you have the COMM LINK cable installed you will also have the COMMS menu item.

The above procedure (running MENUDEF) can be run at any time to remove all of the extra top menu items. This is usually only required if you replace the battery and the top menu resets itself to the default (all items showing).

To run the Track (TFI) programs, press T while on the top menu.

The following appears:

COUNT RCV VER
ERASE OFF DEF

Pressing the downarrow key reveals:

ERASE OFF DEF
REVIEW SEND

The DEF option:

The first thing you need to do is go into the DEF option.

Press D

The following appears:

USE DEV (PAK)?
(C:) A,B OR C?

The drive in parentheses (C:) is your current default drive and could also be A: or B:.

A, B or C refers to the three storage areas A:, B: and C:. A: is the internal memory. B: is where the 32K Datapak was installed. C: is where you want to put your datafile. You can also use A: (A: has less room to store data, but it can be used if you fill up C:). Using A: puts your data more at risk, since there is no internal battery backup (as there is for the C: Rampak) and a low main battery condition will almost certainly cause loss of all data on A:. You should never select B: as the DEV (PAK) to use for the datafile (if B: is where the 32K Datapak is installed). The 32K Datapak is really an EPROM which can only be erased by using Ultraviolet light; therefore, it is not suitable for storing temporary data such as your datafile. The reason B: shows up as a selection is because some people may choose to install the 32K Datapak in C: and install the 64K Rampak in B: (using B: for the datafile).

Press C (or A or B, but normally you will want to keep your datafile on C:) or you can also press the EXE key to accept the currently displayed default drive.

Next displayed is:

Operation?
(C) C, R OR V?

Press C, R or V to select your choice or press EXE to select the currently displayed default (the letter showing in the parenthesis is the default).

There are currently three uses for the TrackFI Hand-held program:
1). Counting
2). Receiving
3). Verifying Prices

Your choice determines if you will have to enter Cost, Retail or Quantity when scanning items.

The following table shows the outcome of selecting each Operation as your default:

	--------- Operation ----------		
Field	**Receiving**	**Counting**	**Verifying**
========	=========	========	=========
Cost	**Yes**	**No**	**No**
Quantity	**Yes**	**Yes**	**No**
Retail	**Yes**	**Maybe**	**Yes**

'Yes' means you will have to enter that field. 'No' means you will not have to enter that field. The Counting/Retail field says 'Maybe' since you have the ability to choose to enter or not to enter the Retail Price in the Counting Operation.

Next displayed is:

Default Qty:
(0) 0 or 1?

Select 0, 1 or press EXE to keep the default (the one showing in the parenthesis).

You can choose to default the Quantity field to 1 or to none (0). Selecting 1 can save a lot of time if you are scanning many items that have a quantity of 1, you will be able to just press 'Enter' (the EXE key) to save the quantity of 1 instead of having to type it in.

Next displayed is:

Default 2 Dec.?
(Y) Y OR N?

If you select 'N' then when you enter Prices and Costs, an entry of 100 or 2500 will really mean $100 or $2500. If you select 'Y', then 100 and 2500 will be $1.00 and $25.00.

Press Y or N to select or press EXE to keep the default (the one in parenthesis).

You will now be back to the Track (TFI) Menu:

COUNT RCV VER
ERASE OFF DEF

If you were to press the ON/CLEAR button at this point you would leave the TFI Menu and go back to the top menu. You would lose your DEV (PAK) selections and the next time you went back into the TFI Menu you would want to go into the DEF option to reselect the proper device (PAK). For this reason there is an OFF option (right after the ERASE option) that allows you to turn the unit off from the TFI Menu without having to exit to the top menu. Turning the unit OFF from within the TFI Menu will preserve your device (PAK) selections (you will NOT have to select DEF when you turn the unit back ON).

The COUNT, RCV and VER options:

These options allow you to use the bar code reader wand. If you are going to be using the wand you should plug it into the external peripheral slot (above the display) before you enter one of these options. Make sure you turn the unit OFF before you plug in the bar code reader.

When you select one of the three options the presence of the bar code reader is automatically detected.

These three options actually all run the same program, the differences between them are in what data you will have to type in. See the Table earlier in this document for details of which field data has to be entered for each option.

As a precaution, if you have data in the datafile and you try to select a different option you will receive an error message:

SEND OR ERASE
OLD DATA 1ST

For example if you enter several Count items and then try to select the RCV (Receive) option the above message will appear. You can over-ride the message by going into the DEF option and selecting RCV.

From the TFI Menu press C, V or R EXE (You can 'one key' into Count or Verify since they are the only options that start with 'C' or 'V', but there are two options that start with 'R' and you have to select R and then press EXE to get to the Receive option.

The following appears:

RECS USED 0
C: FREE 32198

This message tells you how many records you have stored so far (it is showing 0 right now). It also shows you which device (PAK) you have selected to store your data (it is showing C: right now). It also shows how many bytes (characters) are available for storage (it is showing that 32198 characters can be stored right now).

Press the EXE key to continue.

The following appears (only if you selected 'C' for Counting):

RETAIL (Y/N)

If you want to enter price as well as PLU and Quantity, press Y and then the EXE key. If you only want to enter PLU and Quantity, press N and then the EXE key.

The following appears:

Enter/Scan PLU:

You now can use the bar code reader to scan a PLU or you can type a PLU in by hand.

If you scan the PLU the unit will beep when it reads the PLU and then it will go to the next prompt. If you manually enter the PLU, you have to press the EXE key to get to the next prompt (the unit will beep when you press EXE).

The following appears (Qty will appear for all three operations; RCV, VER and COUNT):

ENTER QUANTITY:

Enter the quantity and press the EXE key.

The following appears (only if you are running the RCV option):

ENTER COST:

Type in the cost. If you enter an invalid number (any character other than 1,2,3,4,5,6,7,8,9,0,.,- or +) you will get an error message that says:

INVALID NUMBER.
PRESS ANY KEY.

Press the EXE key to get rid of the error message.

After you enter the cost, press the EXE key.

The following appears (only if you are running RCV, VER or you said 'Y' to the ENTER RETAIL (Y/N) question):

ENTER PRICE:

Enter the price and press the EXE key.

After pressing the EXE key the display goes back to the Enter/Scan PLU message. Pressing the EXE key at this point will take you back to the TFI Menu. You can also press the ON/CLEAR button at any time to get out of the program (Except when the Enter/Scan PLU is showing, where you must use the EXE key to exit).

The ERASE option:

Pressing E while on the TFI Menu shows:

**** ERASE C: ****
ARE YOU SURE?

If you respond with Y and then the EXE key, the data file on C: will be erased. Pressing ON/CLEAR or N and the EXE key will exit without erasing. You normally use this option after you have sent the data file to the PC and you need to start entering new items. This option only erases the TFI data file, it does not affect any other files or programs that may be on C:

The REVIEW option:

Pressing R, R and then the EXE key while on the TFI Menu displays:

SEARCH KEY:

This allows you to search for a particular PLU or even a particular cost, price or quantity. For example: If you had a PLU of 0028967919245, you could enter 2896 and then press the EXE key. The first occurrence of 2896 will appear (not necessarily the one you wanted). If you need to find another item you can search again.

The search key looks at the cost, price and quantity as well as the PLU, so entering 2896 as the search key would find PLU 123456 if PLU 123456 had a quantity of 2896.

To list all items in the file one after another, just press the EXE key (don't enter any search key).

The PLU will display on the top line and you will be asked if you want to EDIT Y/N. Press Y and the PLU, cost, price and quantity will be brought up on the bottom line so that you can edit them.
After editing a PLU or an amount, press the EXE key to move to the next amount. When you finish editing an item the SEARCH KEY: will be displayed. You can enter a search key or if you just want to see the NEXT item in the file, press the EXE key without entering any search key.

Once you reach the end of the file the following appears:

AT END OF FILE
QUIT? (Y/N):

Press Y to quit or N to go back and edit more items.

The SEND option:

If you want to send the data file to the PC, turn the unit off and plug in the COMM LINK Cable. Connect the COMM LINK Cable to the PC and make sure CL.EXE is running on the PC. If you are running TrackFI on the PC go into the Inventory Transactions Menu and run the Import Hand-Held Data option, put in the Store ID, the Transaction Type and the Date, then run the program. CL.EXE will be automatically run by TrackFI (assuming that CL.EXE is in the TrackFI subdirectory on the PC).

The PC will display:

> **Organiser II Comms Link Server (C) Psion PLC 1987 - Version 2.1**
> **Psion Organiser II Comms Link Server - Type 'q' to quit**

Pressing S while on the TFI Menu will bring up the following:

IS 'CL' RUNNING
ON PC? (Y/N)

Answer the question, if you say N (and press EXE), it will ask you to run the CL program. You can also press the ON/CLEAR button to exit from the SEND option.
If you answer Y (and press EXE), SENDING DATA appears. If you are not connected to the PC you will get a DEVICE READ ERR IN B:SEND1. If the data file is successfully sent, you will get a

PRESS ANY KEY TO EXIT message.

If there is no data to transmit you will get a FILE NOT FOUND IN B:SEND1

If you do not have the COMM LINK cable connected the following appears:

NO COMM CABLE
PRESS ANY KEY

Press any key to exit from the SEND option.

This concludes the instructions for the TrackFI Psion Hand-Held programs. Some important points are:

1) If the default top menu reappears (after replacing a battery,for example), you can run a program called MENUDEF to get rid of the extra options and install TFI as a top menu option.

2) Run the DEF option to select the location for your datafile and to select the Decimal, Operation and Default Qty options. You only have to do this once unless you press ON/CLEAR to go back to the top menu (use the OFF option on the TFI Menu to avoid having to reselect the device (PAK)).

3) Plug in the COMM LINK cable or Bar Code Reader while the power is OFF and BEFORE you run the SEND (for COMM LINK) or the COUNT, RCV or VER (for Bar Code Reader) options.

7.6 APEX II TERMINAL SETUP

Your Apex II contains the TrackFI Apex Hand-Held programs v14.

If you remove the battery from your Apex, you should not lose any data as long as new batteries are inserted within a short period of time. We have not left batteries out of the unit long enough to experience loss of data, so we can not say how long you have. Always turn the unit off before replacing batteries.

To turn the Apex unit on, do not just press the red button. Hold the red button down until the unit powers up.

When you first turn on the Apex, you get the following:
FlexibleHHT v14
Copyr(c) 97-2009
Robert M. Moore
757/340-3531

Press 'ENTER' to get:

F1=* F2=Y
ShiftF4=N F4=Q

This is telling you that the top four function keys can be pressed instead of pressing *, Y, N or Q. By sliding your fingers into the strap on the back of the unit, you can actually operate the unit single-handed by using your thumb to press all buttons including the SCAN, function keys, all numbers and the ENTER key.

Press any key.
The following appears:

Count Rcv Ver
Def Edit Modem
Send Zero Quit

The DEF option:

The first thing you need to do is go into the DEF option.

Press D

The following appears:

Operation?
C, R OR V? C

Press C, R or V to select your choice or press ‘ENTER’ to select the currently displayed default.

There are currently three uses for the TrackFI Hand-held program:
1). Counting (C)
2). Receiving (R)
3). Verifying Prices (V)

Next displayed is:

Store Number?
001

Key in your Store Number and press the ‘ENTER’ key.

Next displayed is:

Modem Phone?
0000000000

Enter the phone number for your store and press the ‘ENTER’ key. The modem option is not yet implemented for the Apex.

Next displayed is:

Default Qty:
0 or 1? 0

Select 0, 1 or press ‘ENTER’ to keep the default.

You can choose to default the Quantity field to 1 or to none (0). Selecting 1 can save a lot of time if you are scanning many items that have a quantity of 1, you will be able to just press 'Enter' to save the quantity of 1 instead of having to type it in.

Next displayed is:

Default 2 Dec.?
Y OR N? Y

If you select 'N', when you enter Prices and Costs, an entry of 100 or 2500 will really mean $100 or $2500. If you select 'Y', 100 and 2500 will be $1.00 and $25.00.

Press Y or N to select or press 'ENTER' to keep the default.

You will then be asked if you would like to use cost and price in COUNT, RCV and VER. Which stand for Counting, Receiving and Verifying. If you answer 'Y', you will have the opportunity to enter cost and/or price data. If you answer 'N', you will not be able to enter cost and/or price data.

You will next be asked if you would like to 'Use PLU Level?'. If you say 'Y' you will be able to type in a single digit Level after every Item that you scan (or manually type in) while running the COUNT, RCV or VER programs.

After answering "Y" or "N" to the "Use PLU Level?" question, you will be taken back to the Main Menu:

Count Rcv Ver
Def Edit Modem
Send Zero Quit

Pressing "Q" or F4 at this point will power the Apex unit off. Each of the other options will run by pressing just the first character of the option. Example: C, R, V, D, E, S or Z. It is recommended that you use "Q" or F4 to turn the unit off and not force powerdown using the red button.

The COUNT, RCV and VER options:

These options allow you to use the bar code reader. As a precaution, if you have data in the datafile and you try to switch to a different option you will receive an error message:

Send or Zero
old data first

For example, if you enter several Count items and then try to select the RCV (Receive) option the above message will appear. You can over-ride the message by going into the DEF option and selecting RCV.

From the Main Menu press C, V or R.

The following appears:

Records: 1
Bytes: 57
Free: 101408
Q=Quit

Note that the actual numbers will be different depending upon how many items you have in the datafile.

These numbers should be obvious. How many records currently exist, how many bytes are currently being used and how many bytes of storage are still available.

Press the 'ENTER' key to continue.

The following appears:

Enter/Scan PLU:
Q=Quit

You may now use the bar code reader to scan a PLU or you can type in a PLU by hand. To use the bar code reader, press the "SCAN" button. To manually enter a PLU, simply type in the PLU. You also have the ability to expand six digit PLUs into their ten digit counterparts by using the F1 (the "*") key.

Examples:

*123456 (This will expand to 1234500006)
*456789 (This will expand to 4567800009)
*654321 (This will expand to 6510000432)
*987654 (This will expand to 9876000005)

If you scan the PLU, the unit will beep when it reads the PLU and then it will go to the next prompt. If you manually enter the PLU, you have to press the 'ENTER' key to get to the next prompt (the unit will beep when you press 'ENTER').

If you turned on the PLU Level option in DEV you will next get:

PLU#

Level:

If your PLU Level option is turned off in DEV you will not get the above prompt.

The following appears only if the appropriate Cost option is turned on in DEV.

PLU#

Cost:

Type in the cost. If you enter an invalid number (any character other than 1,2,3,4,5,6,7,8,9,0,.,- or +) you will get an error message that says:

You must enter
a number.
Press any key…

Press the 'ENTER' key to get rid of the error message.

After you enter the cost, press the 'ENTER' key.

The following appears only if the appropriate Price option is turned on.

PLU#
Retail Price:

Enter the price and press the 'ENTER' key.

The following appears (Qty will appear for all three operations; RCV, VER and COUNT):

PLU#

Quantity:

Enter the quantity and press the 'ENTER' key.

After pressing the 'ENTER' key the display goes back to the Enter/Scan PLU message. Pressing the 'ENTER' key at this point will take you back to the Main Menu.

The ZERO option:

Pressing Z while on the Main Menu shows:

*** ZERO DATA ***
Are you sure?

If you respond with Y, the datafile will be erased. Pressing N will exit without erasing. You normally use this option after you have sent the datafile to the PC and you need to start entering new items. This option only erases the datafile, it does not affect any other files or programs that may be stored in the Apex unit.

The EDIT option:

Pressing E while on the Main Menu displays:

Enter/Scan KEY:
Q=Quit Enter=All

This allows you to search for a particular PLU or even a partial PLU.

For example: If you had a PLU of 28967919245, you could enter 2896 and then press the 'ENTER' key. The first occurrence of 2896 will appear (not necessarily the one you wanted). You may of course enter the entire PLU to find the exact item you need to edit. If the item has been scanned more than once, it will appear more than once in the datafile. After editing an item, if you need to find another item you can search again.

The search key only looks at the PLU, it does not search cost, price or quantity.

To list all items in the file one after another, just press the 'ENTER' key (don't enter any search key).

The PLU will display on the top line and you will be asked if you want to "Edit Y/N/Q". Press Y and the PLU, level, cost, price and quantity will be brought up on the bottom line so that you can edit them. After editing a PLU or an amount, press the 'ENTER' key to move to the next amount. When you finish editing an item the 'Enter/Scan KEY:' will be displayed. You can enter a search key or if you just want to see the NEXT item in the file, press the 'ENTER' key without entering any search key.

Once you reach the end of the file the following appears:

At End Of File
Quit? (Y/N):

Press Y to quit or N to go back and edit more items.

The SEND option:

First, to synchronize the Apex II handheld with TrackFI:

1). Decide which Comm Port you will use. To see your
available Comm Ports: Go into Control Panel->
System->Device Manager->Ports to see what Comm Ports
you have.

2). Edit CLCOMM.BAT in the TrackFI subdirectory to set
the Comm Port to the correct number. The line in
CLCOMM.BAT that needs to be changed is:
WINLINK U, 1, 9600, E, 7, 1, 1, C:\progra~1\TRACK\plu.asc, plu.asc, , , R, S
***** NOTE: If you are using Comm 1, NO CHANGES are required.
To change from Comm 1, change the U, 1, 9600 to U, x, 9600

where the "x" is your Comm Port. Example for Comm 2:
WINLINK U, 2, 9600, E, 7, 1, 1, C:\progra~1\TRACK\plu.asc, plu.asc, , , R, S

3). Save your changes to CLCOMM.BAT

Turn the unit off and plug in the COMM LINK Cable. Connect the COMM LINK Cable to the PC.

Turn on the Apex. Pressing S on the Main Menu will bring up the following:

Run CLCOMM.BAT
on PC or press
any key to quit.
nn:nn nn:nn nn

1). Run the appropriate Handheld program, such as "Count Data Import" on the PC.
2). The PC will start the communications program and the status window on the PC will show:

Establishing Communications...
Opening Port...
Set Immediate Mode...

3). The Apex at this point says "**Run CLCOMM.BAT on PC**."

4). The Apex will beep three times, press the "S" key on the Apex TWICE at this point.

5). After a couple of seconds the Apex will beep several times and the PC status window will show:

Retrieving Data...
Sending Run...

6). The data will be transferred and the PC status window will close.

7). The Apex will now show the beginning copyright screen.

8). Press "Enter" twice on the Apex to get back to the main menu.

9). If the file transferred successfully, use "Zero" on the Apex to delete the data file.

This concludes the Apex II operating instructions.

Some important points are:

1) Run the DEF option to select the Decimal, Operation and Default Qty options. You normally only have to do this once unless you lose power to your Apex unit.
2) Plug in the COMM LINK cable while the power is OFF and BEFORE you run the SEND option.
3) Always turn the unit off to replace the batteries.
4) If you crash the Apex with an error code there are two ways that you might see the error code:

First: **Program Error:**
27 @ 670

Second: *** E 27 @ L 670 ***
>

In the first case, just press Alt-R. This will turn the Apex unit off. Then just turn it on again.

In the second case, type in QUIT and press "ENTER". The unit will look as if it is running the program, it is NOT. Press Alt-R at this point to restart the program.

8. DATA EXCHANGE MENU

The purpose of the Data Exchange Option (DEX) is to permit the exchange of Item, Purchase Order and Transaction data between Host and Store copies of TrackFI in a Multi-Store environment. This permits the use of TrackFI at the store level to control Inventory and Purchase Order functions, while exporting copies of each transaction or PO to the Host for updating. Likewise, the Host system can control Item Maintenance for the entire chain and broadcast those changes to the stores to maintain consistent inventory Item and point-of-sale scanning files. Selectable Options permit you to control which functions are processed at either Store or Host, permitting you to tailor the system according to your store management philosophy.

8.1 DATA EXCHANGE SETUP

There are two major components to the DEX configuration: Host and Store. The Host system must have the Multi-Store option installed in order for DEX to recognized it as a Host. One copy of the DEX option diskette must also be installed. One copy of the DEX option software must also be installed at each store that you want to implement DEX with.

Once properly installed, the Data Exchange selection will be highlighted on your Applications Menu. The next step is to configure the Selectable Options that pertain to DEX. Selectable Options is accessed from the Utilities Menu. Once selected, the following prompts will be displayed:

DATA EXCHANGE OPTIONS:

PO TRANSMIT? (Y/N):

> Select 'Y' if you want to export Purchase Order Documents to the Host/Stores. If set to 'Y', PO documents will be exported at two different points in the PO process. First, newly posted POs will be exported during the posting portion of the Print/Post POs program on the Purchase Order Menu. Second, received POs will be exported during Update Received POs processing. If you answer 'N' to this prompt, no PO documents will be exported.
>
> This option should be used only if you need the detailed information regarding Purchase Order documents at the Host system. If all that you need is more general receiving information, you can use the inventory Transaction export detailed below. This will provide the Host with receipts by Store, by Item on a daily basis without reference to detailed Purchase Order document information.

INVENTORY ITEM IMPORT? (Y/N):

> Select 'Y' if you want this system to import Item Maintenance from the Host/Store. Enter 'N' if you do not want this system to import Item Maintenance. **This option is typically set to 'Y' for Store systems and set to 'N' for the Host system**. The reason for this is that Item Maintenance should ordinarily be controlled centrally by the Host system, to prevent anarchy in the setting of item numbers and prices by each store.

INVENTORY ITEM EXPORT? (Y/N):

> Select 'Y' if you want this system to export Item Maintenance to the Host/Stores. Enter 'N' if you do not want this system to export Item Maintenance. **This option is typically set to 'Y' for the Host system and set to 'N' for Store systems.** The reason for this is as stated in the instructions for the previous option.

INVENTORY TRANSACTION MASTER? (Y/N):

This option governs whether or not the DEX system will import/export Inventory Transaction data. If this option is set to 'Y', the options below may then be selected for each Transaction Type to determine which types will be processed. If this option is set to 'N', then no transactions will either be imported or exported by this system.

When set to 'Y', this option will cause the selected transaction types below to be **exported** during the running of the Transaction Post program. The individual options set below do not control the **importing** of individual transaction types. If the Inventory Transaction Master option is set to 'Y', **all transaction types provided** in the Transaction transmit file will be imported into the system.

Another important point to remember is that **you should not set the same Transaction Type option to 'Y' for both Host and Store systems**. If you do, you will cause a 'loop' in the system where the transactions will be imported and then immediately exported again during the Transaction Post. This will cause multiple postings of the same inventory transactions at both Host and Store, and make a complete mess of your inventory counts. To avoid this, decide where the data entry for each Transaction Type will occur (usually the store), then set the DEX option to 'Y' at that location and set it to 'N' at the other location (Host) for that same Type.

INVENTORY TRANSACTION ADJ? (Y/N)

Select 'Y' if you want to export Adjustments Transactions. Enter 'N' if you do not want to export Adjustments Transactions. This option will ordinarily be set to 'Y' on the store systems and to 'N' on the Host system.

INVENTORY TRANSACTION MDN? (Y/N):

Not Active at this time.

INVENTORY TRANSACTION XIN? (Y/N):

Select 'Y' if you want to export Transfer In Transactions. Enter 'N' if you do not want to export Transfer In Transactions. This option will ordinarily be set to 'Y' on the store systems and to 'N' on the Host system.

INVENTORY TRANSACTION ORD? (Y/N):

Select 'Y' if you want to export On Order Transactions. Enter 'N' if you do not want to export On Order Transactions. This option will ordinarily be set to 'Y' on the store systems and to 'N' on the Host system. **If you have set the PO Transmit option above to 'Y', you must set this option to 'N'. Otherwise you will double-post the on-order quantities for each PO processed!**

INVENTORY TRANSACTION PHY? (Y/N):

Select 'Y' if you want to export Physical Count Transactions. Enter 'N' if you do not want to export Physical Count Transactions. This option will ordinarily be set to 'Y' on the store systems and to 'N' on the Host system.

INVENTORY TRANSACTION REC? (Y/N):

Select 'Y' if you want to export Receiving Transactions. Enter 'N' if you do not want to export Receiving Transactions. This option will ordinarily be set to 'Y' on the store systems and to 'N' on the Host system. **If you have set the PO Transmit option above to 'Y', you must set this option to 'N'. Otherwise you will double-post the received quantities for each PO processed!**

INVENTORY TRANSACTION SAL? (Y/N)

Select 'Y' if you want to export Sales Transactions. Enter 'N' if you do not want to export Sales Transactions. This option will ordinarily be set to 'Y' on the store systems and to 'N' on the Host system.

INVENTORY TRANSACTION MUP? (Y/N)

Not Active at this time.

INVENTORY TRANSACTION XOU? (Y/N):

Select 'Y' if you want to export Transfer Out Transactions. Enter 'N' if you do not want to export Transfer Out Transactions. This option will ordinarily be set to 'Y' on the store systems and to 'N' on the Host system.

EXPORT MULTISTORE TRANSFERS: (Y/N):

Not Active at this time.

8.2 IMPORT PROCESSING

As noted above in the Selectable Options setup, there are two phases of DEX processing: importing and exporting. Importing is done through the Import Processing Autopilot in the Data Exchange Menu. The exporting of DEX data is done automatically for both Transactions and Purchase Orders, but Item Maintenance requires the running of the Item Maintenance Export program to create the Item DEX files. The following sections will describe in more detail how and where this processing is done.

8.2.1 AUTOPILOT

The purpose for the Autopilot program is to process all transmit files from the .\TRACK\INBOX subdirectory for the Store Range selected. Once the program begins, it will reference the Selectable Options file to determine which DEX selections are activated for this location. It will then scan the INBOX subdirectory for those transmit file types for the store range selected. Upon completion of processing, a log file will be created that can be viewed on the screen, printed on the printer, or saved to a file name. **It is very important that you print this log to the printer, as it will provide detailed information about the processing session and data received from the Host/Stores**. This can be used to determine which locations transmitted properly as well as to resolve discrepancies between Host and Store inventories if the need should arise.

If, after initial installation of the system, one or more of the transmit types (Items, POs or Transactions) is not being processed as you expect, check your Selectable Options selections to make sure that they are set according to the instructions provided above. If one of the options that you need is set to 'N', the Autopilot will simply skip processing those transmit files. After you have corrected this condition, you can then re-run the Autopilot and the processing will occur normally.

STORE ID RANGE:

Enter the range of Store IDs that you want to import transmit files for.

8.2.2 ITEM MAINTENANCE IMPORT

The Item Maintenance Import program scans the .\TRACK\INBOX subdirectory for Item Maintenance files that match the Store ID Range selected either in the Autopilot or in this program. The filename processed is as follows: INVLNNN.XMT, where INV is the module exporting the data, L is the location (H)ost or (S)tore, and NNN is the PLU Store Number as defined in the Store Maintenance screen. For example, a file created by the Host system for importing by Store 1 would have the filename INVH001.XMT. A file created by Store 1 for importing by the Host system would have the filename INVS001.XMT. The formats for these files are provided at the end of this section.

The Item Maintenance records contained in this file contain all of the information required to build a complete Item File record, both Screens 1 and 2, for the POS Type defined in the Store file. Additionally, each record is flagged with a Maintenance Type identical to that used for normal POS Maintenance: 2=ADD, 3=DELETE, 4=REPLACE. Unlike POS Maintenance, if the imported record is flagged with a number 2, but the record already exists in the file, the import program will treat it as a REPLACE and overwrite the existing record. It will then set the Maintenance Type to a 4 to include it in the next POS Maintenance batch as a REPLACE. Likewise, if the imported record is flagged with a number 4, and the record does not exist in the file, the import program will treat it as an ADD and create the record in the file. It will then set the Maintenance Type to a 2 to included it in the next POS Maintenance batch as an ADD. If the imported record is flagged with a number 3, the existing record will be flagged with a 3, and will be removed from the file in the next POS Maintenance batch.

STORE ID RANGE:

Enter the range of Store IDs that you want to import Item Maintenance transmit files for.

8.2.3 PURCHASE ORDER MAINTENANCE IMPORT

The Purchase Order Import program scans the .\TRACK \INBOX subdirectory for Purchase Order files that match the Store ID Range selected either in the Autopilot or in this program. The filename processed is as follows: PURLNNN.XMT, where PUR is the module exporting the data, L is the location (H)ost or (S)tore, and NNN is the PLU Store Number as defined in the Store Maintenance screen. For example, a file created by the Host system for importing by Store 1 would have the filename PURH001.XMT. A file created by Store 1 for importing by the Host system would have the filename PURS001.XMT. The formats for these files are provided at the end of this section.

The PO Maintenance records contained in these files fall into two primary categories: OPEN POs and Received POs. The OPEN POs are created by the exporting system during the Print/Post Purchase Orders program, and are exported with an OPEN status. Thus, when they are imported at the receiving location they are imported as OPEN POs, ready to be received. During the import processing, the Inventory Qty on Order field is updated with the Qty Ordered amount from each PO line item. The Received POs are created by the exporting system during the Update Received Purchase Orders program. These records are imported and update existing lines on a matching OPEN PO with the Qty Received. If the line does not exist on the matching OPEN PO, it is created by the import program, and the Inventory Activity Qty on Order for that item is updated from the Qty Ordered amount on that PO line item. The Received lines are then flagged to indicate that they are ready to be posted by the Update Received Purchase Orders program.

STORE ID RANGE:

Enter the range of Store IDs that you want to import Purchase Order transmit files for.

8.2.4 TRANSACTION IMPORT

The Transaction Import program scans the INBOX subdirectory for Transaction files that match the Store ID Range selected either in the Autopilot or in this program. The filename processed is as follows: TRNLNNN.XMT, where TRN is the module exporting the data, L is the location (H)ost or (S)tore, and NNN is the PLU Store Number as defined in the Store Maintenance screen. For example, a file created by the Host system for importing by Store 1 would have the filename TRNH001.XMT. A file created by Store 1 for importing by the Host system would have the filename TRNS001.XMT. The formats for these files are provided at the end of this section.

The records contained in the Transaction transmit file include all of the Inventory Transactions that were posted in the transmitting location that match the Transaction Types selected in Selectable Options at that location. These records contain all of the information required to create a new Inventory Transaction record identical to the one posted at the transmitting location. Once imported, these transactions should be printed and then posted using the Transaction Post program on the Transactions Menu.

STORE ID RANGE:

Enter the range of Store IDs that you want to import Transaction transmit files for.

8.3 EXPORT PROCESSING

As noted above, the exporting of most of the DEX records available in the system takes place automatically, as long as the appropriate options are set in the Selectable Options menu. Thus, there is no operator intervention required to create the files. The exception to this rule is Item Maintenance. It must be processed using an Autopilot similar to that used to do the Import Processing in the previous section.

8.3.1 AUTOPILOT

The purpose for the Autopilot program is to create transmit files in the OUTBOX subdirectory for the Store Range selected. Once the program begins, it will reference the Selectable Options file to determine which DEX selections are activated for this location. It will then create the .XMT files specified in the OUTBOX subdirectory for the store range selected.

If, after initial installation of the system, one or more of the transmit types (Items, POs or Transactions) is not being processed as you expect, check your Selectable Options selections to make sure that they are set according to the instructions provided above. If one of the options that you need is set to 'N', the system will simply skip processing those transmit files.

STORE ID RANGE:

Enter the range of Store IDs that you want to export transmit files for.

8.3.2 ITEM MAINTENANCE EXPORT

As Item Maintenance in the form of ADDS, DELETES, and REPLACES is performed in the Item Maintenance screen, these items are flagged as 2, 3 or 4. The Item Maintenance Export program scans the Item file for these items and exports them to the .\TRACK \OUTBOX subdirectory with a filename of INVLNNN.XMT, where INV is the module exporting the data, L is the location (H)ost or (S)tore, and NNN is the PLU Store Number as defined in the Store Maintenance screen. For example, a file created by the Host system for transmission to Store 1 would have the filename INVH001.XMT. A file created by Store 1 for transmission to the Host system would have the filename INVS001.XMT. The formats for these files are provided at the end of this section.

Once successfully exported, the flags are reset to zero to prevent double-transmission of the batch. If an .XMT file already exists for the store being processed, the data currently being exported will be appended to the end of the existing file. **It is important that the communications software employed to transmit the data to the other location be programmed to rename this file to a .BAK extension after transmission in order to prevent the duplicate transfer of the same data.**

STORE ID RANGE:

Enter the range of Store IDs that you want to export Item Maintenance transmit files for.

8.3.3 PURCHASE ORDER MAINTENANCE EXPORT

As described above in the Import segment of this document, Purchase Order exporting takes place automatically in two programs in the PO Module: Print/Post Purchase Orders and Update Received Purchase Orders. The filename created in the OUTBOX subdirectory is as follows: PURLNNN.XMT, where PUR is the module exporting the data, L is the location (H)ost or (S)tore, and NNN is the PLU Store Number as defined in the Store Maintenance screen. For example, a file created by the Host system for transmission to Store 1 would have the filename PURH001.XMT. A file created by Store 1 for transmission to the Host system would have the filename PURS001.XMT. The formats for these files are provided at the end of this section.

If an .XMT file already exists for the store being processed, the data currently being exported will be appended to the end of the existing file. **It is important that the communications software employed to transmit the data to the other location be programmed to rename this file to a .BAK extension after transmission in order to prevent the duplicate transfer of the same data.**

8.3.4 TRANSACTION EXPORT

Inventory Transactions are exported to transmit files during the processing of the Transaction Post program. The filename created in the OUTBOX is as follows: TRNLNNN.XMT, where TRN is the module exporting the data, L is the location (H)ost or (S)tore, and NNN is the PLU Store Number as defined in the Store Maintenance screen. For example, a file created by the Host system for transmission to Store 1 would have the filename TRNH001.XMT. A file created by Store 1 for transmission to the Host system would have the filename TRNS001.XMT. The formats for these files are provided at the end of this section.

The records contained in the Transaction transmit file include all of the Inventory Transactions that were posted in this location that match the Transaction Types selected in Selectable Options. These records contain all of the information required to create a new Inventory Transaction record in the receiving location identical to the one posted.

STORE ID RANGE:

Enter the range of Store IDs that you want to export PO Maintenance transmit files for.

8.4 FILE FORMATS

8.4.1 Data Exchange Format - Item Maintenance

ID	Sample Data	Field Description
I01	1	Store
I02	1299362210	Item #
I03	0	Level
I04	CASCADIA PINK GRAPEFRUIT 6PK	Description
I05	PINK GRAPFRT 6PK	PLU Description
I06		Code
I07		Manufacturer ID
I08	ATLANTIC	Vendor ID
I09		Vendor Item Number
I10	4	Department
I11		Class
I12	4	Case Qty
I13		Base Item Number
I14		Base Level
I15	0	Multi Qty
I16	3.69	Retail Price
I17	0	Promo Price
I18		Promo On Date
I19		Promo Off Date
I20	1.13	Last Cost
I21	1.13	Average Cost
I22	6	Minimum Stock Level
I23	15	Maximum Stock Level
I24		Aisle Location
I25		Non Stock Item Y/N
I26	2	Maintenance Type (2,3,4)
I27		Sent
I28	0	Extended Cost 1
I29	0	Extended Cost 2
I30	0	Extended Cost 3
I31	0	Extended Cost 4
I32	0	Extended Cost 5
I33	0	Extended Price 1
I34	0	Extended Price 2
I35	0	Extended Price 3
I36	0	Extended Price 4
I37	0	Extended Price 5
I38	Y	Taxable
I39	N	Tax Rate 1

I40 Y	Tax Rate 2
I41 N	Tax Rate 3
I42 N	Scale
I43 N	SSD Level Disc 1
I44 N	SSD Level Disc 2
I45 N	Food Stamp Applicable
I46 N	Inactive
I47 Y	Data Capture
I48 N	Link Next PLU
I49 N	Inhibit Link
I50 X	PLU Type
I51 1	Mix Match Table
I52 S	Mix Match Type
I53 2	Base Quantity
I54 N	Bottle Deposit
I55 N	Random Weight
I56	Associated Coupon
I57 N	Net Clerk Total
I58	General Refund

8.4.2 Data Exchange Format - Purchase Orders

ID Sample Data	Field Description
H01 1	Store
H02 40	PO Number
H03	Invoice Number
H04 OPEN	Status (OPEN/NEW)
H05 ABC	Vendor ID
H06 1	Ship To ID
H07 ABC DISTRIBUTORS	Vendor Name
H08 SCHAUMBURG	Ship To Name
H09 101 ATLANTIC CIRCLE	Vendor Address 1
H10 55 E. COMMERCE DR.	Ship To Address 1
H11	Vendor Address 2
H12	Ship To Address 2
H13 NORFOLK	Vendor City
H14 SCHAUMBURG	Ship To City
H15 VA	Vendor State
H16 23513	Vendor ZIP
H17	Vendor ZIP Extension
H18 IL	Ship To State
H19 60173	Ship To ZIP
H20	Ship To ZIP Extension
H21 02/14/06	PO Date
H22 ASAP	Required Date

H23	Tax Status
H24	Price Type
H25 TSB	Buyer
H26	Remarks
H27 FRED HOFFM	Confirmed By
H28 NET 10	Freight Terms
H29 93.54	Merchandise Total
H30 BEST WAY	Shipper
H31 0	Freight
H32 SHIPPER	FOB
H33 0	Tax
H34 0	Misc Charges
H35 NET 10	Payment Terms
H36 0	Discount
H37 93.54	Invoice Total
H38	Message Line 1
H39	Message Line 2
H40	Message Line 3
H41	F/P (Full/Partial)
D01 1	Store (Detail)
D02 40	PO Number
D03 1	Line Number
D04 1299362210	Item Number
D05 0	Level
D06	Vendor Item Number
D07 CASCADIA PINK GRAPEFRUIT 6PK	Description
D08	Code
D09 2	Quantity Ordered
D10 CS	Unit of Measure
D11 0	Quantity Received
D12 0	Quantity Backordered
D13 4.52	Unit Cost
D14 3.69	Item Retail
D15 9.04	Total Cost
D16 29.52	Total Retail
D17	F/P (Full/Partial)
D18 4	Case Quantity
D19 1.13	Last Cost
D20 0	X Line
	.....Repeated for all Detail Lines

ENDDETAIL

8.4.3 Data Exchange Format - Transactions

ID	Sample Data	Field Description
X01	1	Store
X02	4000000101	Item Number
X03	0	Level
X04	2	Quantity
X05	0.25	Cost
X06	0.55	Retail
X07	O	Transaction Type
X08	0.5	Extended Cost
X09	1.1	Extended Retail
X10	02/14/06	Date
X11		Base Item Number
X12		Base Level
X13	EA	Unit
X14	0	Multi Quantity
X15	24	Case Quantity
X16	0.25	Average Cost
X17	MILKY WAY CANDY BAR	Description
X18		Vendor Item Number
X19	4076	Sequence Number (Trans Number)
X20		Code

9. PROGRAM SCHEDULER MENU

The Program Scheduler permits the storing of screen input parameters for any report or posting screen under a user defined name. These names can then be combined into groups which can be executed as a schedule that runs the reports/programs in the order specified without operator intervention. These groups can also be executed outside of TrackFI by means of a batch file.

An example of a useful Schedule would be one which ran all of the Month End Reports prior to Ending the Month. The Schedule may consist of a Sales Analysis Report, an Item movement Report, and a Top Sellers Report. Or you may want several different Sales Analysis reports using different parameters on each report - you could define each of them, save them, then with the push of a couple of keys at the end of the month have all of them print without any further intervention - even have them print to a file on the Hard Drive for retrieval later on.

9.1 Creating a Program Definition

This is the first step in setting up any Schedule. Go to the screen of the program you want to define. For example: a Sales Analysis Report, start the report from the Inventory Report Menu and fill it in as if you were actually going to print the report. After you have filled in the last field, in this case that would be "Select, Direct, Preview or File" print options, use F9 to start up a window that is titled "Program Definitions". There are a number of clickable buttons on the definitions screen that can be used for finding, clearing, loading and saving. In our case we enter a name for our definition in one of the fifteen lines on the screen and click on the Save button. If there are no blank lines on the screen, use PgDn to get to a screen that does have a blank line. In our example use "Month End Sales Report" as the name of the report definition. You have up to thirty characters for the name of your defined report. Don't forget to click the F9 button or press the F9 function key to save your definition.

The creation of a Program Definition is complete. You can create as many of these as you like. They do not need to be done in any particular order now because you will put them into Groups next and it is there that you will put them in the proper order.

9.2 Creating/Editing a Group/Schedule

The next step in creating a schedule begins in the Additional Applications Menu and then the Program Scheduler selection.

The screen will display a Heading of “Group” followed by a series of Blank lines with the cursor on the first blank lines.

To create a new group:

1. Simply key in the name you wish to assign to the group and use F8 or click the F8/Scrn2 button to go to the Group Definition selection screen. If you plan on calling your group from a batch file, Do NOT place any spaces or other non alphanumeric characters in the name AND do NOT exceed eight characters in length. Good names for groups when called by batch files are: GROUP1, SLSRPT2, SLSGRP9, etc.

2. Once on the Group Definition screen, use ShiftF4 or the SF4/PopUp button to display the list of program definitions (this is a list of the definitions you created in section 9.1 above).

3. Using the arrow keys or your mouse, select the definition you want to insert into the group and click on the “OK” button. You will be asked the following:

   Order for New Definition (Enter for Default)
   1

4. Click “Yes” to add this definition to your group. Choose the definitions in the order that you want them to run in the group.

5. You will then be back at the Group Definition screen. You may add as many definitions as you like to this group by repeating steps 2 - 4 above. You may also delete a definition by moving to that definition and then use ShiftF7 or click on the SF7/Delete button.

6. When you are finished entering definitions for the Group use F9 or click the F9/Save button to save the Group. You may then use F7 or click the F7/Scrn1 button to return to the first screen which lists all the Groups you have set up. You may then create another group by moving to a blank line and beginning at step 1 above, or you may edit an existing group or you may exit the Program Scheduler.

To edit existing groups:

1. Use F4 or the finding button to display the list of existing groups and then select the group you want to edit using the arrow keys or your mouse.

2. If you wish to delete an entire group just use ShiftF7 or the Delete button and answer Y to the question.

3. To edit the definitions of the group use F8 or the F8/Scrn2 button to go to the Definition screen. Here you may delete by using ShiftF7 or the Delete button; add definitions by using ShiftF4 (or Triple-Dot-PopUp) as outlined in Step 3 in the above section; or rearrange the order of the definitions by deleting and adding back to the Group in different orders.

4. When finished editing the Group use F9 or the F9/Save button to save the definitions of the Group.

9.3 Processing a Group/Schedule

You may process (execute, run, etc.) a Group or Schedule two different ways:

1. Inside the Program Scheduler.
2. Outside of TrackFI and the Program Scheduler.

1. Inside the Program Scheduler:

Go into the Additional Applications Menu and then the Program Scheduler selection.

Use the finding keys to display the list of all the Groups.

Select the Group you wish to process and press Enter or click the Enter/Run button.

You will see the following message:

Do you want to process this Group?

Answer "Y" and press Enter or click "Yes" to process all the definitions in this group. Answer "N" to return to the Group screen. Choose another Group or use Esc to exit the module.

2. Outside of TrackFI:

Create a batch file and place a line such as the following in the batch file:

PFLN RPP092 GROUP (where GROUP is the name of the group you wish to process)

Example:

PFLN RPP092 SLSRPTS

The above example assumes that you have setup a Program Schedule named "SLSRPTS".

You can now run that batch file from a Command Prompt, double-click the batch in a Windows Explorer Pane or place the batch file into a Windows Schedule to be run at a scheduled time.

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10. CASH MANAGEMENT MENU

The TrackFI Cash Management module allows you to collect, edit, and report on sales and revenue (Cash and other media) information as a by-product of polling Terminal Reports from ECRs at the Store.

Here is the Big Picture: Cash Management (CM) data is initially collected during the End Of Day procedure. The data collected during polling is converted into "transaction sets". A transaction set is one store's terminal data for one day of business (assuming polling happens daily). The transaction set balances in much the same way a Terminal report balances. This transaction set may be edited by you in order to accurately reflect actual revenue totals as per the daily deposit at the store. There is a line for you to enter Deposit Over or Short information to account for any imbalance created by you when editing revenue totals. The transaction set must balance before it can be posted to History. The CM History file is the file from which the Weekly reporting is done. Weekly reporting allows you to see seven individual days worth of Sales and Revenue data, including Deposit Over/Short totals, and a comparison of each day's sales totals with the same day last year or to any other day.

The elements of a transaction set are somewhat soft or flexible. These elements are records in the CM Types Database file. Please refer to the section on Types Maintenance for a more complete explanation.

The Weekly Report is likewise flexible in nature. The format for the report is defined by ASCII (text) files in the SYSTEM subdirectory. The default name is WEEKLY.CFG, but you can create an almost unlimited number of reports using any name you wish to use. The section on File Layouts (10.9) regarding the WEEKLY.CFG file describes this in more detail.

10.1 TERMINAL DATA CONVERSION

Cash Management (CM) data is initially collected during the End Of Day procedure. The files collected during polling are then converted into "transaction sets". This step does that Conversion.

This step may be automated by including it in the End Of Day AutoPilot under Point of Sale. To do that, you must edit the SYSTEM.CFG file in the SYSTEM subdirectory. Please see the section in installation and setup that describes the contents of the SYSTEM.CFG file. The CMIMPORT Flag is the flag you would edit.

STORE ID RANGE:

The range defaults to All stores.

The conversion will search for files for each store defined in TrackFI.

Upon completion, an error log may be printed listing all records that the types database was searching for, but did not find. You may print this if interested. It is not a fatal error if unmatched types exist. If you edit the types database such that you have a one-to-one match up of records in the database to totalizers in the Terminal report then an error log will not be generated. It is recommended that you do so.

10.2 ENTER/EDIT CASH TRANSACTIONS

This step is required only if you need to either edit or manually enter an entire transaction set prior to posting it to CM History. In most cases a transaction set will balance if the Types Database has been properly setup.

If you plan to enter actual revenue totals and enter Deposit Over/short information (which you most likely will) then you will do that here.

DATE:

Enter the business or polling date that you wish to edit or view and press ENTER.

STORE:

Enter the store number you wish to edit or view and use F4 or use the Find button.

If that Date/Store combination exists in the CM transaction file, the records will display. If that combination does not exist then they will be created, with zero totals, and displayed on the screen for you to manually enter totals for each record type. If you do not wish to manually enter these totals just use SF7 or the SF7/Delete button to delete this Date/Store combination from the transaction file.

When existing Date/Store combinations display on the screen, you may press the down arrow key or your mouse to move to the detail lines of the transaction set. Once in the detail portion you may use PageUp and PageDown to move around one screen at a time. At the bottom of the screen is the “balance” - a zero means that you balance Sales to Revenue. If a negative number appears then you are short on the revenue side; if a positive number appears then you are high on the revenue side. Normally, you will balance unless you begin editing the record. NOTE: You must balance before this transaction set can be posted to Cash History.

If you increase your revenue totals (media, cash, check, etc.) to reflect a deposit over condition at the store, then you must account for that overage in the Deposit Over/Short field by entering a positive amount there.

If you decrease your revenue (media, cash, check, etc.) totals to reflect a deposit short condition at the store, then you must account for that shortage in the Deposit Over/Short field by entering a negative amount there.

When finished editing you must save the record using F9 or click the F9/Save button. The next Date/Store combination will then display; you may edit that combination or find a different Date/Store combination. If you are editing the last Date/Store record in the file, saving the current record will bring up a message that says “At End of File”.

10.3 POST CASH TRANSACTIONS TO HISTORY

DATE RANGE:

You may type in a date range, press Enter to auto-fill with today's date or leave blank to assume 01/01/1900 to 12/31/2499. Using SF5 or clicking on the SF5/Default button will also perform auto-fill.

STORE RANGE:

You may type a store range, press Enter to auto-fill with First to Last or leave blank to assume First to Last. Using SF5 or clicking on the SF5/Default button will also perform auto-fill.

The first part of the posting checks all the balances of each transaction set. If any of the transaction sets were saved without balancing, the system will generate an error log of the records that are out of balance. You must go back and edit them to balance before they will post.

If the transaction sets balance, the post processing will complete. All records that are posted are cleared from the Cash Transaction file. The records now exist in the History file and are available for Weekly Reporting.

10.4 WEEKLY REPORT

Weekly reporting allows you to see seven individual days of Sales and Revenue data, including Deposit Over/Short totals, and a comparison of each day's sales totals with the same day last year (or any other day). See sample below.

This report prints from data stored in the Cash History file. Records are created in the Cash History file when the Post Cash Transactions function is performed.

STORE ID RANGE:

Enter the from and to store range ID or press Enter to Default to First to Last

WEEK ENDING DATE:

Enter any valid date. This date represents the last of the seven dates that will print on the report. If you press Enter you will get today's date.

COMPARE TO WEEK ENDING DATE:

Enter any valid date. This date represents the last of the seven dates that will be used as the "compare to" dates. If you press Enter you will get last year's corresponding date for the same day specified by the Week Ending Date above. Normally, you compare this year to one year prior; however, that is not a requirement. For example, you could compare the last week of this year to the week of July 4th from the current or any prior year.

CONFIG FORMAT FILE:

This is the configuration file from the SYSTEM folder to use for formatting the report. See the section below on WEEKLY.CFG setup. The default is WEEKLY.CFG, but you may setup multiple different reports with different formats, save them with different names and specify those names here in this field for reporting.

PRINT / PREVIEW / FILE:

Select the location where you want the report to be sent.

OUTPUT FILENAME: (EX: C:\WP\LIST.TXT)

If "FILE" was selected above, you must enter the filename to which you want the report to be sent.

A Sample Weekly Report:

Track: Demo 1-757-340-3531 - Weekly Report

Week Ending: 02/28/2012 Time:20:11 Store ID: 1 Track: Demo Store Page 1

WEEKLY DETAIL	02/22/2012	02/23/2012	02/24/2012	02/25/2012	02/26/2012	02/27/2012	02/28/2012	Total
Gross (No Tax)	7660.02	3759.00	5926.91	8699.94	2290.98	7665.41	3734.99	39737.25
Emp Discount	-58.23	-88.25	-41.33	-489.44	-15.97	-183.35	-195.12	-1071.69
Item Discount	0.00	-1.92	0.00	-1.81	0.00	0.00	0.00	-3.73
Item Dlr Dis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trans Discount	-499.63	-303.42	-360.91	-595.02	-196.08	-294.22	-292.90	-2542.18
Trans Dlr Dis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prc Override-	-1235.55	0.00	-311.94	-12.00	-2.00	-1879.08	-272.70	-3713.27
Prc Override+	0.00	0.00	32.15	0.00	0.00	28.72	0.00	60.87
Sales Tax+	260.86	178.17	188.08	553.04	129.40	149.31	147.02	1605.88
Sales Tax-	-31.33	-0.98	-2.09	-24.26	-5.22	-3.73	-2.41	-70.02
NET SALES TAX	229.53	177.19	185.99	528.78	124.18	145.58	144.61	1535.86
NET TOTAL	6096.14	3542.60	5430.87	8130.45	2201.11	5483.06	3118.88	34003.11
Paid Outs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GC Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Visa	2576.02	1123.21	1479.41	2416.69	804.92	1626.42	1208.07	11234.74
Master Card	1660.55	1063.08	1557.75	2320.10	606.92	2372.61	952.44	10533.45
AMEX	716.69	348.35	253.24	309.66	118.41	144.05	429.40	2319.80
Discover	53.54	157.67	191.40	162.19	230.12	180.13	10.52	985.57
NETCHARGE	5006.80	2692.31	3481.80	5208.64	1760.37	4323.21	2600.43	25073.56
GC Redeemed	0.00	80.00	50.00	0.00	0.00	0.00	0.00	130.00
Cash	823.51	738.42	682.59	2358.27	440.74	474.61	290.81	5808.95
Checks	265.83	31.87	1216.48	563.54	0.00	685.24	227.64	2990.60
Travelers Chck	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BANK DEPOSIT	1089.34	770.29	1899.07	2921.81	440.74	1159.85	518.45	8799.55
Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mdse Sales	5866.61	3365.41	5244.88	7601.67	2076.93	5337.48	2974.27	32467.25
TaxExmpt Sales	2134.28	717.68	2119.40	111.24	230.67	3090.83	866.81	9270.91
NonTax Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item Void	65.69	62.94	156.73	286.38	25.99	203.96	66.63	868.32
Item Void 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Returns	343.46	5.16	31.23	277.22	85.99	57.42	38.71	839.19
Cancels	23.97	0.00	20.82	0.00	0.00	846.51	0.00	891.30
LAST YR 030111	3384.83	3285.11	3353.85	3457.81	3434.82	3495.42	3444.69	23856.53
$ Change	2711.31	257.49	2077.02	4672.64	-1233.71	1987.64	-325.81	10146.58
% Change	44.47	7.26	38.24	57.47	56.04	36.25	10.44	29.84

10.5 HISTORY FILE PURGE

The History file Purge allows you to remove records from the History file that are no longer needed. This function would be used primarily for records that are over a year old. If you remove records that are less than a year old they will not be available for reporting in the Weekly Report Comparison.

This function could be used simply to delete records from the History file that are there erroneously.

DATE RANGE:

Enter the desired date range. The purge will remove records inclusive of both dates. Pressing Enter will use today's date.

STORE ID RANGE:

Press Enter to default to First/Last or enter any valid store range.

10.6 TYPES MAINTENANCE

This is the program that allows you to setup or create a relationship between the individual totals in the Terminal report and the TrackFI Cash Management system. The records in this file are used during the Terminal Data Conversion operation. That program creates records in the Cash Transaction file by matching records from this file and the Terminal Report files. For our Datasym example, we are using File 27 the “Daily Miscellaneous Totals” file. We use the Comm2000 v3.1 for Windows Developer’s Kit documentation to get the File 27 format and we also use Appendix I in that same manual to find appropriate alpha labels.

Note: If you have multiple stores, use the Copy Types Utility to copy these records from Store 1 to any additional stores rather than manually reentering all of the records.

- **Store ID -** The records are store specific - so there must be one per store. If you had 20 stores you would need 20 cash records, etc.
- **Code** - For Datasym, you would use the alpha descriptions from Appendix I in the Comm2000 manual.
- **Description** - Up to 25 characters. This may be whatever is meaningful for each user of the system - may be edited freely.
- **Type** - Use type "I" only.
- **Sequence** - This is the sequence in which records appear on the Cash Transactions screen. Gaps have been left in the sequences between records to make editing this file easier.
- **Sign** - The sign determines how this record balances on the Cash Transaction screen. The sign corresponds to the signs used on the terminal report balancing formula. (Except for the "=" sign which allows a record to be converted and displayed on the Transaction screen without affecting the balance total).
- **Import Link** - This refers to a Datasym file format. See the samples below and refer to the Datasym alpha descriptions. The commas are left out when creating an Import Link.
- **Editable** - Y or N. This determines whether or not the amount in the Cash Transaction screen is editable or not. Our example uses “Y” to allow transaction sets to be entered manually.

- **GL Account** - Not used presently. Will reflect what General Ledger category would be affected by this totalizer for an accounting interface.

- **GL Description** - Not used presently. Describes the above GL Account.

In order to see how the relationship works let's look at how one record was created. Please refer to the two samples listed immediately below.

Sample Cash totalizer line from Datasym's 01-ssss.DAT File:

```
27,01,F000,GR+,+00000180.82,+0000027.000,+00000
```

Sample Cash Type record from the CM Types database screen:

```
 Store: <    1> TrackFI Retail Sales                  Code: <GROSS    >

              Desc: Gross Sales
              Type: I
          Sequence:<  10>
              Sign: +
       Import Link:< 2701F000GR+>
          Editable: Y
        GL Account:
           GL Desc:
```

From the Sample Cash totalizer line, take the "27,01,F000,GR+", remove the commas and place "2701F000GR+" into the Import Link field. If you look at the sample WEEKLY.CFG file in section 10.9, you will see that GROSS is how the "Code" from the CM Types screen is cross-referenced to the report detail line "DGROSS".

Here is a list of all of the Types as shipped:

Store	Code	Description	Type	Seq	Sign	Import Link	Editable
1	GROSS	Gross Sales	I	10	+	2701F000GR+	Y
1	OVERSHORT	Over / Short	I	20	+		Y
1	CASH	Cash	I	30	-	2701F000CID	Y
1	CHECK	Check	I	40	-	2508B000ID	Y
1	TRAVCHECK	Travelers Check	I	50	-	2502B000ID	Y
1	VISA	Visa	I	60	-	2501B000ID	Y
1	MC	Master Card	I	70	-	2504B000ID	Y
1	AMEX	American Express	I	80	-	2505B000ID	Y
1	DISCO	Discover	I	90	-	2506B000ID	Y
1	GCREDEEM	Gift Cert Redeemed	I	100	-	2503B000ID	Y
1	PAIDOUT	Paid Out	I	110	+	2509B000PO	Y
1	VOID	Item Void	I	120	=	2701F000VD	Y
1	RETURNS	Returns	I	130	=	2701F000RF+	Y
1	EDISC	Emp Discount	I	140	+	1801BC00003	Y
1	IDISC	Item discount	I	150	+	1801BC00001	Y
1	IDLRDISC	Item dlr disc	I	160	+	1901BC00001	Y
1	TDISC	Trans disc	I	170	+	1801BC00002	Y
1	TDLRDIS	Trans Dlr Dis	I	180	+	1901BC00002	Y
1	GC ISSUED	Gift Cert Issued	I	190	=	1501F400015	Y
1	TAX+	Sales Tax+	I	200	+	2701F000T1+	Y
1	TAX-	Sales Tax-	I	210	+	2701F000T1-	Y
1	MDSE	Mdse Sales	I	220	=	2701F000NO2	Y
1	TAXEXMS	Tax Exempt Sales	I	230	=	2701F000DS1	Y
1	NTAXSALES	Non Taxable Sales	I	240	=	2701F000N01	Y
1	ALT-	Alteration -	I	250	+	2701F000AL-	Y

```
1     ALT+        Alteration +       I    260 +    2701F000AL+ Y
1     NOSALE      No Sale            I    270 =    1A019400001 Y
1     CANCELS     Cancels            I    280 =    2701F000CAN Y
1     ENQUIRE-    Enquire-           I    290 =    2701F000EQ- Y
1     ENQUIRE+    Enquire+           I    300 =    2701F000EQ+ Y
1     IVOID2      Item Void 2        I    310 =    2701F000VGS Y
```

Note that OVERSHORT does not have an Import Link defined. It allows you to balance the Transaction Screen and is available for printing on the report, but it does not come from the point-of-sale terminal. Also, note the "=" types. They come from the point-of-sale terminal and are available for use on the report, but they do not affect the Transaction Screen balance.

10.7 INTERFACE UTILITY

This Utility is not required at this time.

10.8 COPY TYPES UTILITY

This Utility allows you to replicate Types database records from one store to another. This is very helpful if you have multiple stores. You must have a complete Types database for each store in order for Cash totals to be imported properly for each store.

When copying records to a store that already has records built for it, the old records will be overwritten by the new ones. So if you need to change a record for one store you can simply copy to a new store and keep all stores in sync.

FROM STORE ID:

> You must key in the store ID you want to use as the source of your copy. Pressing Enter will do nothing.

TO STORE ID:

> You must key in the store ID you want to be the destination of your copy. Pressing Enter will do nothing.

10.9 FILE LAYOUTS

The following is a listing of the WEEKLY.CFG file found in the SYSTEM subdirectory of TrackFI. This is a text file and is easily edited using any text editor.

This file governs the printing format of the Weekly Report outlined in section 10.4 above. Please refer to the sample report found in that section for comparison to this file. The following describes how this file controls the printing of the report and; therefore, how you can edit the file to suit your needs.

The left most column below denotes three types of records: Header, Detail, and Total.

Header Records: These records are prefixed by an H. There is only one. You can edit this record to display whatever header you like up to 15 Characters. The sample report says `WEEKLY DETAIL`.

Detail Records: These records are prefixed by a D. There can be as many of these as there are Codes in the Types Database. For example, the line below that begins with DGROSS corresponds to the record in the Types database whose Code is GROSS and it's sequence number is 10 and it displays on the first line of the Cash Transactions Screen. That record on the Cash Transaction Screen gets posted to the History

File and can be called from that file to appear on this report. The same is true of all the other Detail Records listed below.

Detail Records have two other components, a Description and three Totals Buckets.

The Description begins at column 13 and continues for up to 15 characters. It can be any description you desire.

The three Totals Buckets are represented by a "+", a "." or a "-". Bucket 1 is the left most symbol; Bucket 2 is the center symbol; and Bucket 3 is the right hand symbol. The amount that was posted from the Transaction Screen to the History File for any given Code gets placed into as many of these buckets as dictated by the bucket's symbol. For example, the first GROSS in the Weekly report has an amount of 7660.02. This amount gets printed on the report and also gets dumped into buckets 1 and 3 because of the "+" signs. It does not go into bucket 2 because its symbol is a "." which means this Code's amount has no effect on that total bucket. Bucket 3 is reserved for calculating the total used in the "Last Year" comparison and should therefore match the settings of whichever "bucket" is used to produce current year totals. In this report sample the first and third buckets are identical for that reason.

Total Records: These records are prefixed by a T. You can have many of them. You can edit the description up to 25 characters. Total records can display the totals that have accumulated in either bucket 1 or 2. The totals from the third bucket are automatically displayed on the line labeled LAST YR and are not available for display by other Totals records. Processing terminates on the first total line with a 1 or 2 in position 27. All other total lines will have 0 or P in positions 27 and/or 28.

Using the sample report from the Weekly Report section let us go through the Weekly.Cfg file to see how it works as a model.

- Beginning at the top is the Header Record. It prints WEEKLY DETAIL as the report title. If you changed the header line in WEEKLY.CFG to “HDaily Totals” instead of “HWEEKLY DETAIL”, the report would print “Daily Totals” as the report title instead of printing “WEEKLY DETAIL”.

- Next is the first group of Detail Records that run from DGROSS through DTAX-. Start a running total on a calculator for each record listed on the report. Use the left most "bucket's" symbol all the way down. A record with a "." does not get added to the "bucket"; a record with a "+" gets added to the "bucket"; a record with a "-" gets subtracted from the "bucket". In our case, they are all “+”. Note that the last two detail lines in the group also add to Bucket 2.

- When you get down to the TNET SALES TAX, the total of the last two tax lines are printed from Bucket 2 and the bucket is zeroed out by the “.0.”. The total is printed from Bucket 2 since the “0” is in the second position in the “.0.” line.

- The next line is TNET TOTAL. If you have been using a calculator to check the amounts, it will show 6096.14. Note that the total is printed, but not zeroed by the “P..”. We do not zero the total because it is used in the last year comparison. We print from Bucket 1 because the “P” is in the first position in the “P..” line.

- Notice how Bucket 2 is used two more times to print TNETCHARGE and TBANK DEPOSIT. When the bucket is printed it is zeroed out so that it can be used over and over again. So, for a bucket "P" means print only and "0" means print and clear. Note also that there are many lines that have “…” as their buckets. These items print on the report, but do not affect the totals in any way.

- The TLAST YR total record prints the total from Bucket 3 (last year). The "1" in position 27 of the line indicates that the "compare to" totals are to be taken from Bucket 1 for this year. If there was a “2” here and we were using Bucket 2 for the compare, the comparison would be done on those totals instead.

- The semi colons to the right indicate that "comments" follow. They have no impact on anything, they are just there for notes to help explain the lines in the file.

Sample WEEKLY.CFG file:

```
HWEEKLY DETAIL                          ;Header.  15char Description
DGROSS      Gross (No Tax)          +.+ ;+.+ add to total 1 and total 3
DEDISC      Emp Discount            +.+
DIDISC      Item Discount           +.+
DIDLRDISC   Item Dlr Dis            +.+
DTDISC      Trans Discount          +.+
DTDLRDIS    Trans Dlr Dis           +.+
DALT-       Prc Override-           +.+
DALT+       Prc Override+           +.+
DTAX+       Sales Tax+              +++ ;+++ add to totals 1, 2 and 3
DTAX-       Sales Tax-              +++

TNET SALES TAX            .0.           ;.0. print and zero total 2

TNET TOTAL                P..           ;P.. print and do NOT zero total 1

DPAIDOUT    Paid Outs               ... ;... no effect (not + or -)
DGCISSUED   GC Issued               ... ;

DVISA       Visa                    .+. ;.+. add to total 2
DMC         Master Card             .+.
DAMEX       AMEX                    .+.
DDISCO      Discover                .+.

TNETCHARGE                .0.           ;.0. print and zero total 2

DGCREDEEM   GC Redeemed             ... ;... no effect (not + or -)

DCASH       Cash                    .+. ;.+. add to total 2
DCHECK      Checks                  .+.
DTRAVCHECK  Travelers Chck          .+.

TBANK DEPOSIT             .0.           ;.0. print and zero total 2

DOVERSHORT  Over/Short              ... ;... no effect (not + or -)

DMDSE       Mdse Sales              ...

DTAXEXMS    TaxExmpt Sales          ...
DNTAXSALES  NonTax Sales            ...

DVOID       Item Void               ...
DIVOID2     Item Void 2             ...
DRETURNS    Returns                 ...
DCANCELS    Cancels                 ...

TLAST YR                  1..           ;print last year's total 3 and compare to total 1
```

11. DATASYM SETUP

11.1 DATASYM CASH REGISTER SETUP

GENERAL OVERVIEW:

TrackFI sends data to the cash register in PLnnnn.P13 files where “nnnn” is the Store Number. For example: Store 1 would be sent as PL0001.P13. Special Price Maintenance is sent in a file called PFnnnn.P13. Sales data coming from the cash register is read by TrackFI in files named 01-nnnn.DAT where the “nnnn” is the Store Number. The “01” is the company number and must be set up in the cash register as “01”. For example: Store 1 would be read from the 01-0001.DAT file. The paths that TrackFI uses are defined in [DriveLetter]:\TRACK\SYSTEM\SYSTEM.CFG”. This assumes that TrackFI was installed in the default subdirectory. If TrackFI was installed in a non-standard location, the SYSTEM.CFG file will be found in the SYSTEM subdirectory underneath the non-standard location. There are many Datasym configuration items that are set in the SYSTEM.CFG file. It is recommended that you read the SYSTEM.CFG file to look at all the options that can be set. The SYSTEM.CFG file is covered in detail in Section One of the Installation and Setup section at the beginning of this manual.

BATCH FILES:

All Batch file examples are real examples of batch files that are shipped with TrackFI. If you are unfamiliar with batch file programming, be very careful making changes in batch files. Keep in mind that any line that begins with “rem” is a remark line and is NOT executed. The remarks (rem) are left as a guide to show what is happening in the batch file. In the batch file you will find sample code for Comm2000 Command Files (.CMD). For complete instructions on command files (.CMD) see the Comm2000 Developer’s Kit For Windows (found on your Comm2000 CD).

POLLED.TXT:

This is very important if you are using a version of COMM2000 released after the Fall 2004 Software Update. POLLED.TXT does not contain any data that TrackFI reads. It is simply a “flag file” or “trigger file” that COMM2000 uses to signal TrackFI that sales data is ready to be imported by TrackFI.

First some background. COMM2000 will write output to a file of a name that you specify by using this line in a COMM2000 .CMD file:

42,1,’01-0001.dat’,115,F’polled.txt’,C2

Notice the quotes! In COMM2000 prior to the Fall 2004 Update it was an error to run without the quotes. Oddly, COMM2000 would then create a file named ‘polled.txt. Notice the single quote at the front. So, we looked for ‘polled.txt. In the Fall 2004 release of COMM2000 this was fixed and the file being created by the new COMM2000 is 'polled.txt'. Note the leading and trailing quotes. The fix is to change the line in the .CMD file to this:

42,1,’01-0001.dat’,115,F’polled.txt,C2

The trailing single quote has been removed. It is also worth mentioning here that the “115” in the line above is for a 6000-RT. For a 6000-GR or a Merlin you would have to use “515” instead of “115”. Or use “915” for an XR-650. This is all covered in the Datasym Comm2000 Developer’s Kit for Windows.

Even newer versions of Comm2000 require full path names. There is a version that installs to:

c:\program files\datasym\comm2000 vista

You are welcome to try the full paths with the multiple spaces, but we never like to see spaces in path names, so we recommend using eight-character path names. One way to find out what the eight-character path name is would be to open up a DOS Prompt, change to the parent subdirectory and issue a DIR /X command. The "/X" shows the eight-character name. For these newer Comm2000 versions your line would look something like:

42,1,'c:\progra~1\datasym\comm20~1\01-0001.dat',915,Fc:\progra~1\datasym\comm20~1\'polled.txt,C2

As mentioned, before the 2004 update, the default install subdirectory for Comm2000 was C:\DATASYM\C2WIN. All .CMD files, .CQ files, .DAT files and .P13 files could be found in C:\DATASYM\C2WIN. After the 2004 update, Comm2000 defaults to C:\DATASYM\C2WINV2. As of Comm2000 v3 the default is C:\PROGRAM FILES\DATASYM\. There is another version that installs to C:\PROGRAM FILES\DATASYM\COMM2000 VISTA. Depending upon your Comm2000 version there could also be other subdirectories created such as DATA, CMD, etc. You need to be aware of where your data files and .P13 files are going to wind up. You will have to adjust all the following batch files if your 01-0001.DAT does not appear in the subdirectory designated by the batch files. Fortunately, the batch files are easy to change to point to the correct subdirectories. Also, keep in mind that the path to the correct Datasym subdirectory must be set in TrackFI's SYSTEM.CFG file as noted in Section One of this manual. To test communications between TrackFI and the cash register you will need to create .P13 files in TrackFI. The best way to do this is to create new items in TrackFI's Main Item Screen (Inventory -> Maintenance -> Items) and then run POS Maintenance (Point of Sale -> Maintenance -> Create POS Maintenance File and then Export POS Maintenance File) to create the PL0001.P13 file for transfer to the register by Comm2000.

Change Directory Command in the Batch File:

For Comm2000 before the 2004 Fall updates you use:

cd \datasym\c2win

After the COMM2000 Fall 2004 Software Update use:

cd \datasym\c2winv2

For Comm2000 v3 use:

cd \progra~1\datasym\comm2000

For the "vista" version use:

cd \progra~1\datasym\comm20~1

This assumes that you installed to one of those paths. Some dealers install Comm2000 such that the default data path is C:\DATASYM\C2WINV2\DATA. Whatever your final install data path is, you will need to edit the SYSTEM.CFG file in "[drive]:\TRACK\SYSTEM" to set the DATASYMPATH to the correct path. The SYSTEM.CFG file is a standard Text File and can be edited using Notepad, Wordpad or any other text editor. The path that needs to be specified in SYSTEM.CFG is the path to the 01-0001.DAT sales data file. This same path is where TrackFI will write the PL0001.P13 files with new items and price changes that need to be sent to the register by Comm2000.

Datasym cash registers communicate with TrackFI using COMM2000 and four TrackFI batch files. The batch files are IMPORT.BAT, EXPORT.BAT, PRICE.BAT and EOD.BAT.

IMPORT.BAT:

IMPORT.BAT is accessed from the menu system by "Point of Sale" -> "Sales" -> "Import POS Sales". It is also accessed by the "Autopilot". Note that the line that calls Comm2000 may have to be adjusted in order to correctly point to the subdirectory where your .CMD files are located. We assume that the .CMD files are in the same subdirectory that contains COMM2000.EXE. For Comm2000 v2 it looks like this:

call comm2000.exe keystone.cmd

You may have set up your Comm2000 such that the .CMD files are in some other subdirectory and your Comm2000 line needs to be modified to something like this:

call comm2000.exe c:\datasym\c2winv2\cmd\keystone.cmd

This is what IMPORT.BAT looks like AS SHIPPED:

--- begin Demo IMPORT.BAT ---

```
rem IMPORT.BAT v00 Test code
rem IMPORT.BAT v01 Add Datasym code
rem IMPORT.BAT v02 Add Comm2000 v3

@echo off

cls

rem For Demo purposes (remove for live systems):
echo You are in IMPORT.BAT DemoMode. This simulates communication
echo with a Datasym cash register. The Comm2000 code is in
echo this file. Edit IMPORT.BAT for live systems.
pause
rem Remark ("rem") the above four lines for live systems
rem and check for test code at the end of this file.

rem ***** A typical Datasym setup: *****
rem
rem cd \progra~1\datasym\comm2000
rem
rem 'polled.txt is created by the .CMD file.
rem if exist 'polled.txt del 'polled.txt
rem
rem The following is a sample call to COMM2000
rem call comm2000.exe keystone.cmd
rem
rem An example KEYSTONE.CMD is detailed below:
rem 31,1,'Daily.CQ',3,Y
rem 42,1,'01-0001.dat',915,F'polled.txt,C2

rem Testing lines should be remarked ("rem"):
if not exist 01-0001.dat copy 01-0001.org 01-0001.dat /v
if not exist 'polled.txt copy 01-0001.org 'polled.txt /v
```

--- end IMPORT.BAT ---

If you look carefully, you will see that AS SHIPPED “IMPORT.BAT” is NOT setup to communicate with Datasym cash registers; however, all the required code is there in the remarks.

Here is a typical IMPORT.BAT after adding and removing the appropriate remarks:

--- begin Live System IMPORT.BAT ---

```
rem IMPORT.BAT v00 Test code
rem IMPORT.BAT v01 Add Datasym code
rem IMPORT.BAT v02 Add Comm2000 v3

@echo off

cls

rem For Demo purposes (remove for live systems):
rem echo You are in IMPORT.BAT DemoMode. This simulates communication
rem echo with a Datasym cash register. The Comm2000 code is in
rem echo this file. Edit IMPORT.BAT for live systems.
rem pause
rem Remark ("rem") the above four lines for live systems
rem and check for test code at the end of this file.

rem ***** A typical Datasym setup: *****
rem
cd \progra~1\datasym\comm2000
rem
rem 'polled.txt is created by the .CMD file.
if exist 'polled.txt del 'polled.txt
rem
rem The following is a sample call to COMM2000
call comm2000.exe keystone.cmd
rem
rem An example KEYSTONE.CMD is detailed below:
rem 31,1,'Daily.CQ',3,Y
rem 42,1,'01-0001.dat',915,F'polled.txt,C2

rem Testing lines should be remarked ("rem"):
rem if not exist 01-0001.dat copy 01-0001.org 01-0001.dat /v
rem if not exist 'polled.txt copy 'polled.org 'polled.txt /v
```

--- end IMPORT.BAT ---

EXPORT.BAT:

EXPORT.BAT is accessed from the TrackFI menu by "Point of Sale" -> "Maintenance" -> "Transmit POS Maintenance File". It is also accessed by the "Autopilot".

EXPORT.BAT as shipped looks like:

--- begin Demo EXPORT.BAT ---

```
rem EXPORT.BAT v00 Test code
rem EXPORT.BAT v01 Add Datasym code
rem EXPORT.BAT v02 Add Comm2000 v3

@echo off

cls

rem For Demo purposes (remove for live systems):
echo You are in EXPORT.BAT DemoMode. This simulates communication
echo with a Datasym cash register. The Comm2000 code is in
echo this file. Edit EXPORT.BAT for live systems.
pause
rem Remark ("rem") the above four lines for live systems
rem and check for test code at the end of this file.

rem ***** A typical Datasym setup: *****
rem
rem cd \progra~1\datasym\comm2000
rem
rem This is a sample call to COMM2000:
rem call comm2000.exe key1.cmd
rem
rem The contents of KEY1.CMD:
rem 31,1,'Changes.CQ',3,N

rem No testing lines are required to simulate sending data to a cash register
```

--- end EXPORT.BAT ---

Here is a typical EXPORT.BAT after adding and removing the appropriate remarks:

--- begin Live System EXPORT.BAT ---

```
rem EXPORT.BAT v00 Test code
rem EXPORT.BAT v01 Add Datasym code
rem EXPORT.BAT v02 Add Comm2000 v3

@echo off

cls

rem For Demo purposes (remove for live systems):
rem echo You are in EXPORT.BAT DemoMode. This simulates communication
rem echo with a Datasym cash register. The Comm2000 code is in
rem echo this file. Edit EXPORT.BAT for live systems.
rem pause
```

```
rem Remark ("rem") the above four lines for live systems
rem and check for test code at the end of this file.

rem ***** A typical Datasym setup: *****
rem
cd \progra~1\datasym\comm2000
rem
rem This is a sample call to COMM2000:
call comm2000.exe key1.cmd
rem
rem The contents of KEY1.CMD:
rem 31,1,'Changes.CQ',3,N

rem No testing lines are required to simulate sending data to a cash register

--- end EXPORT.BAT ---
```

PRICE.BAT:

PRICE.BAT is accessed from the menu system by "Special Price Maintenance" -> "Transmit Price Change Batches".

PRICE.BAT as shipped looks like:

```
--- begin Demo PRICE.BAT ---

rem PRICE.BAT v00 Test code
rem PRICE.BAT v01 Add Datasym code
rem PRICE.BAT v02 Add Comm2000 v3

@echo off

cls

rem For Demo purposes (remove for live systems):
echo You are in PRICE.BAT DemoMode. This simulates communication
echo with a Datasym cash register. The Comm2000 code is in
echo this file. Edit PRICE.BAT for live systems.
pause
rem Remark ("rem") the above four lines for live systems

rem ***** A typical Datasym setup: *****
rem
rem cd \progra~1\datasym\comm2000
rem
rem This is a sample call to COMM2000:
rem call comm2000.exe price.cmd

rem The contents of PRICE.CMD:
rem 31,1,'PRICE.CQ',3,N

--- end PRICE.BAT ---
```

Here is a typical PRICE.BAT after adding and removing the appropriate remarks:

--- begin Live System PRICE.BAT ---

```
rem PRICE.BAT v00 Test code
rem PRICE.BAT v01 Add Datasym code
rem PRICE.BAT v02 Add Comm2000 v3

@echo off

cls

rem For Demo purposes (remove for live systems):
rem echo You are in PRICE.BAT DemoMode. This simulates communication
rem echo with a Datasym cash register. The Comm2000 code is in
rem echo this file. Edit PRICE.BAT for live systems.
rem pause
rem Remark ("rem") the above four lines for live systems

rem ***** A typical Datasym setup: *****
rem
cd \progra~1\datasym\comm2000
rem
rem This is a sample call to COMM2000:
call comm2000.exe price.cmd

rem The contents of PRICE.CMD:
rem 31,1,'PRICE.CQ',3,N
```

--- end PRICE.BAT ---

EOD.BAT:

EOD.BAT is accessed from the menu system by "Point of Sale" -> "End of Day" -> "EOD Autopilot" -> “POS Communications”.

EOD.BAT as shipped looks like:

--- begin Demo EOD.BAT ---

```
@echo off

cls

rem EOD.BAT v00 Test code
rem EOD.BAT v01 Add Datasym code
rem EOD.BAT v02 Add Comm2000 v3

rem For Demo purposes (remove for live systems):
echo You are in EOD.BAT DemoMode. This simulates communication
echo with a Datasym cash register. The Comm2000 code is in
echo this file. Edit EOD.BAT for live systems.
pause
rem Remark ("rem") the above four lines for live systems
rem and check for test code at the end of this file.

rem ***** A typical Datasym setup (Comm2000 v3): *****
rem
```

```
rem cd \progra~1\datasym\comm2000
rem
rem 'polled.txt is created by the .CMD file.
rem if exist 'polled.txt del 'polled.txt
rem
rem The following is a sample call to COMM2000
rem call comm2000.exe eod.cmd
rem call comm2000.exe price.cmd
rem
rem An example EOD.CMD is detailed below:
rem 31,1,'Daily.CQ',3,Y
rem 42,1,'01-0001.dat',915,F'polled.txt,C2
rem 31,1,'Changes.CQ',3,N

rem Testing lines should be remarked ("rem"):
if not exist 01-0001.dat copy 01-0001.org 01-0001.dat /v
if not exist 'polled.txt copy 01-0001.org 'polled.txt /v
```

--- end EOD.BAT ---

Here is a typical EOD.BAT after adding and removing the appropriate remarks:

--- begin Live System EOD.BAT ---

```
@echo off

cls

rem EOD.BAT v00 Test code
rem EOD.BAT v01 Add Datasym code
rem EOD.BAT v02 Add Comm2000 v3

rem For Demo purposes (remove for live systems):
rem echo You are in EOD.BAT DemoMode. This simulates communication
rem echo with a Datasym cash register. The Comm2000 code is in
rem echo this file. Edit EOD.BAT for live systems.
rem pause
rem Remark ("rem") the above four lines for live systems
rem and check for test code at the end of this file.

rem ***** A typical Datasym setup (Comm2000 v3): *****
rem
cd \progra~1\datasym\comm2000
rem
rem 'polled.txt is created by the .CMD file.
if exist 'polled.txt del 'polled.txt
rem
rem The following is a sample call to COMM2000
call comm2000.exe eod.cmd
call comm2000.exe price.cmd
rem
rem An example EOD.CMD is detailed below:
rem 31,1,'Daily.CQ',3,Y
rem 42,1,'01-0001.dat',915,F'polled.txt,C2
rem 31,1,'Changes.CQ',3,N

rem Testing lines should be remarked ("rem"):
rem if not exist 01-0001.dat copy 01-0001.org 01-0001.dat /v
rem if not exist 'polled.txt copy 01-0001.org 'polled.txt /v
```

--- end EOD.BAT ---

Normally you would use Comm2000 to setup your .CQ files. Just for reference, the .CQ files will look something like:

DAILY.CQ:

```
1
01-0001,00,042511,1932,000000,00,00
1
10,09,DAILY REPORT.G08
```

CHANGES.CQ:

```
1
01-0001,00,050211,1446,000000,00,00
1
06,14,PL0001.P13
```

PRICE.CQ:

```
1
01-0001,00,050211,1511,000000,00,00
1
06,14,PF0001.P13
```

Note also that the .CMD files can be setup to print reports from Comm2000. For example, KEYSTONE.CMD could print multiple reports:

```
31,1,'Daily.CQ',3,Y
42,1,'01-0001.dat',914,P,C2
42,1,'01-0001.dat',p001,P,C2
42,1,'01-0001.dat',p091,P,C2
42,1,'01-0001.dat',p004,P,C2
42,1,'01-0001.dat',p005,P,C2
42,1,'01-0001.dat',p095,P,C2
42,1,'01-0001.dat',915,F'polled.txt,C2
```

11.2 DATASYM SYMFINITE SETUP

Sending data to Symfinite could not be easier. There are three batch files in TrackFI that send data to cash registers or point-of-sale systems:

EOD.BAT
EXPORT.BAT
PRICE.BAT

You simply edit those batch files to send the .P13 file to the Symfinite transfer subdirectory and then send the SKU Trigger file to the trigger subdirectory. The locations of these subdirectories are determined by your Datasym Dealer. Here is an example EXPORT.BAT for Comm2000 v2 (change to progra~1 for v3):

--- Begin EXPORT.BAT ---

```
@ECHO OFF

CLS

COPY  C:\DATASYM\C2WINV2\PL0001.P13  C:\DATASYM\SYMFINIT\PL0001.P13
COPY  C:\DATASYM\TRIGGER\EXPORT\TRIGGER.SKU  C:\DATASYM\SYMFINIT\TRIGGER.SKU
```

--- End EXPORT.BAT ---

Note the paths in the above example will be different for different versions of Comm2000, but changing them is a simple matter of editing the batch files.

The only other setup issue is the contents of the TRIGGER.SKU file:

--- Begin TRIGGER.SKU ---

```
IMPORTUPC,C:\DATASYM\SYMFINIT\PL0001.P13
```

--- End TRIGGER.SKU ---

That is all there is to it.

11.2 DATASYM MIX AND MATCH TABLES

Items are assigned to Mix and Match Tables on Screen Two of the Main Item Screen:

Main Menu -> Inventory -> Maintenance -> Items -> Find an Item and use F8 to go to Screen 2

The tables themselves are set up in the Mix/Match Maintenance Screen:

Main Menu -> Inventory -> Maintenance -> Items -> Tables-Mix and Match

You also need to be sure that the DATASYMMIX Flag is set to "Y" in SYSTEM.CFG. SYSTEM.CFG is located in the SYSTEM Folder beneath the TrackFI installed folder. SYSTEM.CFG is an ASCII text file and may be edited with Notepad, Wordpad or any other standard text editor. If you edit SYSTEM.CFG with MS Word or other word processors, be sure to save the file in plain ASCII text. The default install folder for TrackFI is C:\PROGRAM FILES\TRACK. This means that the SYSTEM.CFG file will normally be found in C:\PROGRAM FILES\TRACK\SYSTEM. If the DATASYMMIX Flag is set to "Y", MIXMATCH.P08 will be created when you exit from the Mix/Match Maintenance Program. MIXMATCH.P08 can then be transferred to the cash register.

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12. SELECT PRINTER V. DIRECT PRINTER SETUP

Reports have four choices: Select Printer, Direct Printer, Preview or File. If you use Select Printer, you will see a Windows Printer Dialog Box Pop Up. This is what you want if you have a modern Windows printer. If you have an older DOS printer that you simply can not live without and it does not have a Windows Driver that works, you can set it up in SYSTEM.CFG using PRNCODEN and PRNCODEC and print directly to that printer by using Direct Printer. This will BYPASS the Windows Driver. It helps if you have a detailed manual for your printer that lists all the possible control codes and Escape Sequences. You can test any printer using the included utility program called TESTPRNT. It can take some work to figure out the correct codes to use. Strange things can crop up. For example: On an Okidata 320 we noticed that sending a compress print code to the printer would NOT put the printer into 17cpi if it was already in 12cpi. Apparently, the printer believes that 12cpi is sufficiently compressed and there is no need to go all the way to 17cpi. If the printer was in 10cpi, it WOULD go into 17cpi when we sent the compress print code. We fixed the problem by first sending the code for normal print and then the code for compress print.

Example SYSTEM.CFG settings in C:\PROGRAM FILES\TRACK\SYSTEM:

```
PRNCODED=N      ;This allows the user to specify that autopilot reports
                ;should bypass the Windows printer drivers and print directly
                ;to the printer.  This is normally "N".  It would only be "Y"
                ;if you are also using PRNCODEN, PRNCODEC and PRNCODES="N".
                ;
                ;***** NOTE: PRNCODES=Y will override PRNCODED.  If PRNCODES
                ;            is a "Y", PRNCODED will have no effect.
                ;
                ;***** NOTE: This option is overriden by the PRINTxxxFILE options.
                ;            If the PRINTxxxFILE options are 'Y', PRNCODED will be
                ;            treated as "N" no matter what PRNCODED is set to.
                ;
                ;PRNCODED=N  The default.  Use Windows Printer Dialog
                ;PRNCODED=Y  Bypass Windows and print directly to the printer

PRNCODES=Y      ;This allows the user to specify that autopilot reports
                ;should use the Windows drivers, but NOT Pop Up a printer dialog.
                ;This is normally "Y".  It would be "N" if you WANT the Windows
                ;printer Pop Up dialog.
                ;
                ;***** NOTE: PRNCODES=Y will override PRNCODED.  If PRNCODES
                ;            is a "Y", PRNCODED will have no effect.
                ;
                ;***** NOTE: This option is overriden by the PRINTxxxFILE options.
                ;            If the PRINTxxxFILE options are 'Y', PRNCODES will be
                ;            treated as "N" no matter what PRNCODES is set to.
                ;
                ;PRNCODES=N  The default.  Use Windows Printer Dialog
                ;PRNCODES=Y  Bypass the Pop Up, but use Windows drivers

PRNCODEN=1 27 35 48 18

                ;This allows the user to send escape sequences to the printer
                ;when 'Direct' is selected as the print option.  Direct
                ;bypasses the Windows printer drivers and prints directly to
                ;the printer port.  PRNCODEN is used in reports that print in
                ;normal print.  If this option is selected, you will NOT
                ;get a Windows Print Dialog that will allow you to select
                ;a printer.  In addition, PRNFONT and PRNPITCHx will be
                ;IGNORED.  Note that the codes are in DECIMAL and NOT
                ;Hexadecimal.  PRNCODEx is primarily intended to support
                ;users that can not abandon their old DOS Dot Matrix printers
                ;and they don't have adequate Windows Drivers for their
                ;printer.  Most users with modern printers will prefer to use
                ;the Windows Print Dialog and all the features that it provides.
                ;With the proper selection of PRNCODEx codes, even users with
                ;modern printers will be able to take advantage of this option.
                ;Note that the FIRST number is the PRINTER PORT.  A "1"
                ;means LPT1, "2" means LPT2 and "3" means LPT3.  A printer test
                ;program (TESTPRNT) ships with Track: Flexible Inventory.  You
                ;can use this program to test your print codes.
                ;
                ;PRNCODEN=1              Print to LPT1 and don't send any extra codes
```

```
                ;PRNCODEN=2 18           Print to LPT2 normal print (most DOS printers)
                ;PRNCODEN=3 27 35 48 18  LPT3, HSD Mode + normal print for Okidata 320
                ;PRNCODEN=1 27 33 0      LPT1, normal print for Epson LQ-570
                ;
                ;If you know what print code you want to send, but only have the
                ;code in Hexadecimal, it is very easy to convert to Decimal:
                ;A=10, B=11, C=12, D=13, E=14 and F=15.  Take the first Hex digit
                ;and multiply by 16, add this to the second Hex digit.  This is
                ;your Decimal number.  Examples:
                ;1B = 1 times 16 plus 11 (B is 11) = 27
                ;48 = 4 times 16 plus 8 = 72
                ;CF = 12 (C is 12) times 16 plus 15 (F is 15) = 207

PRNCODEC=1 27 35 48 18 15

                ;This allows the user to send escape sequences to the printer
                ;when 'Direct' is selected as the print option.  PRNCODEC is
                ;used in reports that print in COMPRESSED print.  If this option
                ;is selected, you will NOT get a Windows Print Dialog that
                ;will allow you to select a printer.  In addition, PRNFONT
                ;and PRNPITCHx will be IGNORED.  Note that the codes are in
                ;DECIMAL and NOT Hexadecimal.
                ;
                ;PRNCODEC=1               LPT1 and don't send any extra codes
                ;PRNCODEC=2 18 15         LPT2 and compress print (most DOS printers)
                ;PRNCODEC=3 27 35 48 18 15 LPT3, HSD Mode + compress for Okidata 320
                ;PRNCODEC=1 27 33 4       LPT1 and compress print for Epson LQ-570

PRNFONT=Lucida Console

                ;This allows users to change the printer font.  The default
                ;is "Lucida Console".  If you test a font and it fails, set
                ;it back to "Lucida Console".
                ;
                ;PRNFONT=Lucida Console  The default font

PRNLINESC=100

                ;This allows users to set the number of lines to print on a
                ;compressed page.  The default is 100.
                ;
                ;PRNLINESC=100  The default number of compressed lines

PRNLINESN=65

                ;This allows users to set the number of lines to print on a
                ;normal page.  The default is 65.
                ;
                ;PRNLINESN=65  The default number of normal lines

PRNPITCHC=7

                ;This allows users to change the compressed print pitch.
                ;The default is 7.  The smaller the number, the smaller
                ;the print.
                ;
                ;PRNPITCHC=7  The default compressed print pitch

PRNPITCHN=11

                ;This allows users to change the normal print pitch.
                ;The default is 11.  The smaller the number, the smaller
                ;the print.
                ;
                ;PRNPITCHC=11  The default normal print pitch
```

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Our website is:

http://www.acbbs.com

You can download the latest version of this manual and our software from our website:

http://www.acbbs.com/download.htm

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